SyncOnSet

SyncOnSet

Manual

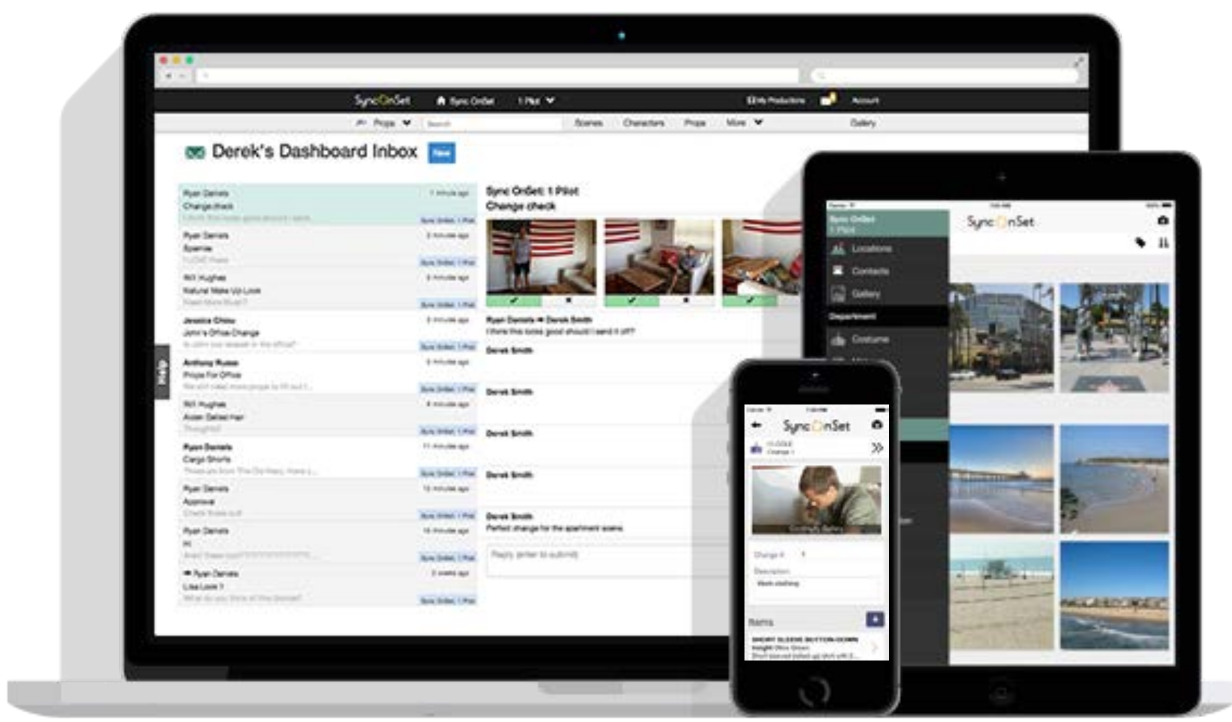


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1. What is Sync OnSet?

Digital Continuity and Collaboration

Sync OnSet is a software program and app designed for TV and Film productions. With Sync OnSet, your production team can digitally manage all of your production's data and photos. Features include: an automatic script breakdown, continuity photo albums, inventory management, multiple users, a mobile app, and much more. Our service is available online through any web browser, and as a mobile app for iPad / iPhone and Android.

Sync OnSet is built by Wymsee Inc., a production software company that was started by a young, energetic team from Boston. You can visit our company site here: www.wymsee.com as well as Sync OnSet's site here: www.synconset.com.

Web vs. Mobile App

Sync OnSet is a cross platform tool built for the web and iPhone, iPad and Android. The web-application runs in your web browser and does not require any software to be downloaded. The web-application is designed for use on any laptop and desktop computer (PC & Mac). The iPhone, Android and iPad application, which can be downloaded for free from the Apple App Store or the Google Play Store (just search "Sync OnSet"), allows your team to take photos and notes on set and seamlessly share them with your entire department. Our mobile apps also replace most of the need for printing out reports (Go green!).

Below is key information about the mobile and web-application:

Web-application:

- You must have Internet access at all times to use the web application
- Creating a production and using the automatic script breakdown can only be done from the web-application
- You can only register and invite team members from the web-application
- You can only print reports from the web-application
- We recommend using the latest versions of Chrome or Safari browsers to run the web-application

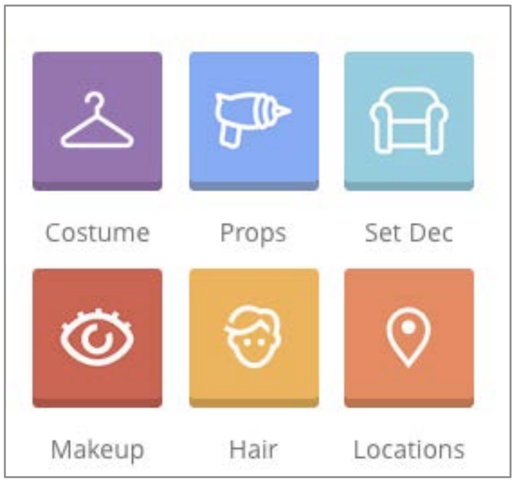
Mobile Application:

- It is only for iPhone, iPad, iPod touch and Android
- You do not need Internet access to use the mobile application, except upon initial downloading of a new production and when saving data to the cloud
- You must have Internet access to initially load the data from your production. After initially loading your production, you can continue to take notes and add photos on the mobile app offline. Once you have access to Internet again, you can sync your changes with your team.

- By default, photos only sync over Wifi (you can choose to enable 3G/4G photo syncing in the Settings App on your device)

Using Sync OnSet to Collaborate with Your Team

Sync OnSet's web-application and mobile apps are powerful tools that allow you and your team to collaborate in a whole new way. Sync OnSet is currently available for Costume, Hair, Makeup, Prop, Locations and the Set Dec departments.



Sync OnSet Security Features

We take the security of your data extremely seriously. We understand the sensitivity of the content related to your production and take many steps to ensure the security of the information.

The Auto Script Breakdown (which processes a PDF or FDX shooting script) is available only in a secure private web portal and the script is inaccessible immediately after completing the breakdown process. In addition, all user information is encrypted and protected to prevent unauthorized access. Your project data is securely stored via Amazon Web Services (a leading cloud data server provider), which is trusted by many banks, pharmaceutical companies and large corporations.

2. Registering and Getting Started

Registering

To register for Sync OnSet go to: https://www.synconset.com/index.php?r=users/create

You will be prompted to create a username and password, as well as additional information that help us support you throughout your project (contact info, etc.).

Browser Support

The web application works best in Chrome or Safari. If you do not already have Chrome, you can download it here:
https://www.google.com/intl/en/chrome/browser/

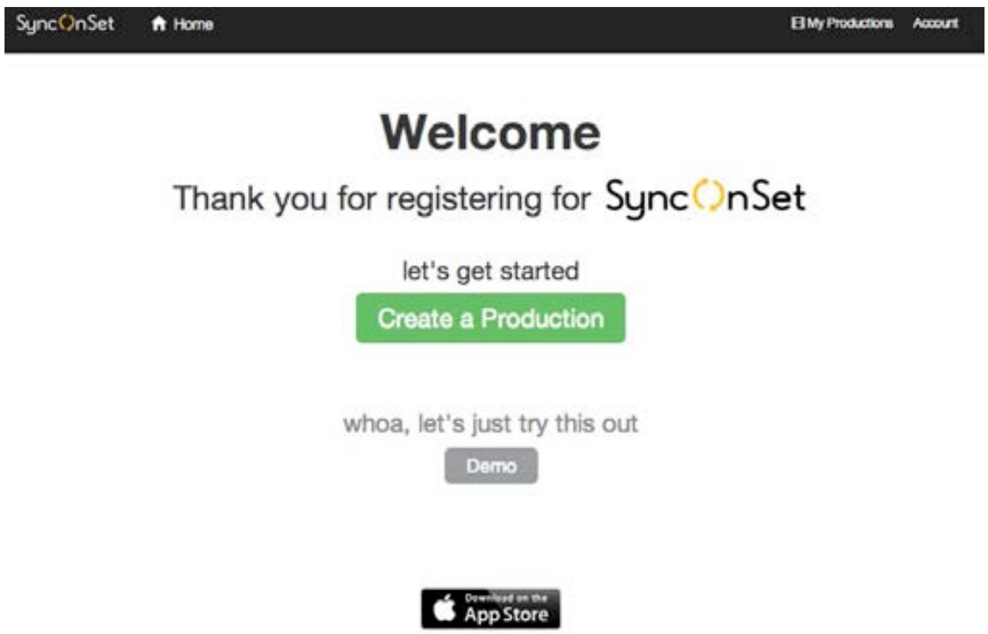
Downloading Mobile App

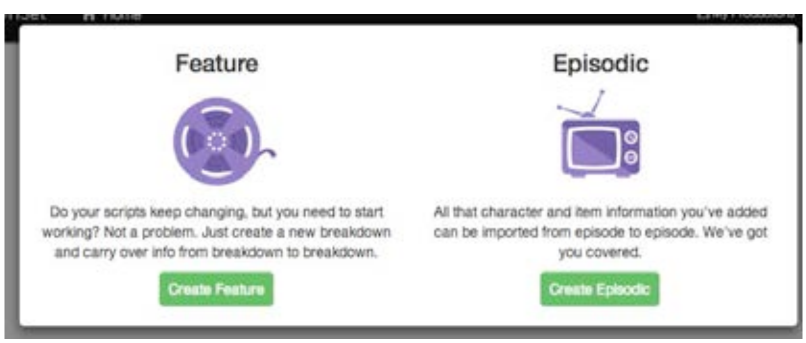
Go to the Apple App Store, either from iTunes or from the App Store app on your iPhone/iPad. For the Android, go to the Google Play Store. Search for “Sync OnSet” and download the free app. Once downloaded, you can log in using the username and password you created when registering.

3. Creating Your First Production

Feature vs. Episodic

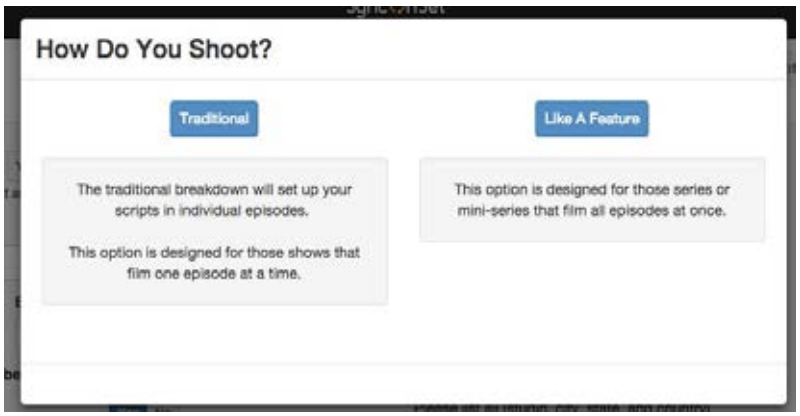
When you first login, you will see the page below. Click "Create a Production" to get started. A modal will pop up that will show you a video on how to get started as quickly as possible. You will have the option to create a Feature or Episodic on the next page. Choosing an episodic production, will allow you to import and link Character, Actor and Item information from previous episodes. Features now allow you to make script revisions with new script breakdowns.



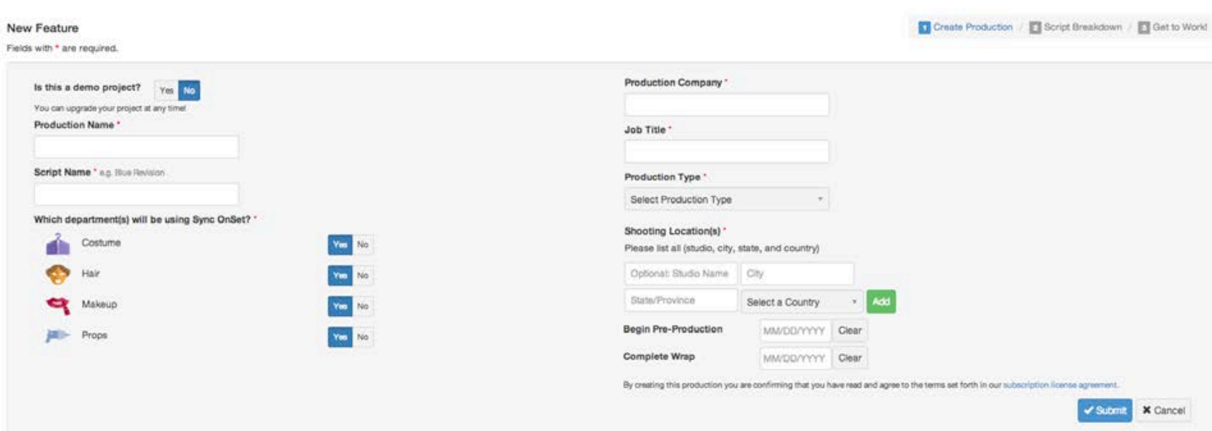


1. Creating a Feature Production:
Click the button "Feature" to get started with creating your first production. You will be prompted to create a production title and script revision name as well as information about this production. This will create an account for this new production.

2. Creating an Episodic Production:
Click the button "Episodic" to get started with creating your first production. You can choose between creating an Episodic "Traditionally" or "Like a Feature". Choosing "Like a Feature" enables you to add multiple episodes and multiple scripts to one production to share changes, items, Character information, etc.



Once you have chosen how you could like to create the episodic, you will be prompted to create a Series Title and an Episode title. The information provided will create an account for this production.



If this is a demo project, select demo button above the production name on the left.

Although checking the "Demo" button means your use will be limited to certain features, you will get a good sense of all that Sync OnSet has to offer you and your team.

After you click Submit, you will be brought to a page to enter your team size. Enter your team size and whether or not you would like to request for one of our trained Sync OnSet team members to visit you and your team so you can get a better understanding of all the features Sync OnSet has to offer.

Once you are done, press Let's Go.

Auto Script Breakdown

When you first create a production you have the option of using the automatic script breakdown program. If you do not have a shooting script, you can select “Skip Breakdown” to enter scenes and characters manually

Below are a few additional guidelines:

- **You must use a .PDF or .FDX file of the shooting script (with scene numbers in left and right margins for PDFs).**
- Make sure that your .PDF file is not encrypted or password protected. (Some scripts may have copy/paste encryption, which our program can’t process. To check if the pdf has this type of encryption, highlight the text and attempt to copy and paste it).
- Our program is optimized for Final Draft. Scripts that were not generated in Final Draft will have unpredictable results and may not work.
- If you receive major revisions to this script and have entered information in already, you can create a new breakdown for this production that will import info from one breakdown to another.
- If you would prefer to enter scenes and characters manually, select "Skip Breakdown".

Reviewing and Confirming Characters from Breakdown

Once the PDF or FDX script is processed, you will see a list of every character found in the script. Review for errors (which you can delete here or edit later) and then select “Submit” to confirm. You can also enter cast #s. **Please be aware** that editing any character names can affect the accuracy of how the program inputs characters into scenes (the program must match the character name exactly as spelled in the script). Wait until the Auto Breakdown is complete to edit a Character’s name.

4. Script Revisions and Adding Episodes

Types of Revisions

There are two ways to make updates to your breakdown depending on the degree to which the new script differs from the last:

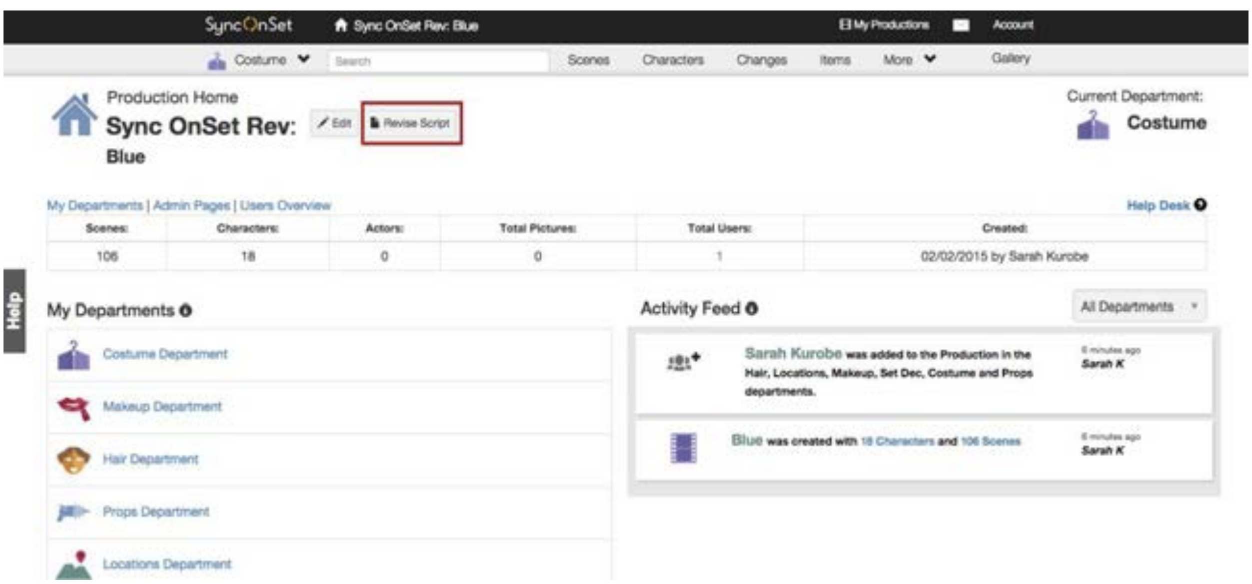
1. Significant Rewrites
If a revision is made to the script that is significant enough, you can do a revision that allows you to carry all your information from your previous breakdown. The revisions will add and rename any Characters who have been added or renamed from the previous breakdown. The revision will also update all Script Locations.

2. Not a lot of rewrites to a new script
If the rewrite is not a major change, you can add in the changes of the revised script manually. You can do this by going to the Scenes Index page and selecting "Edit All".

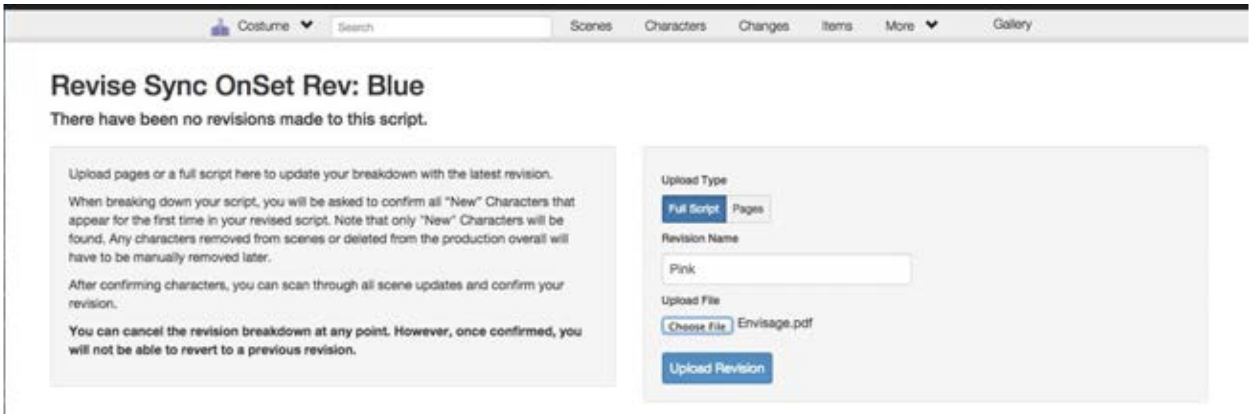
Revisions

Navigate to the My Productions page from the top nav bar

1. Click on "Revise Script" next to the feature you want to revise



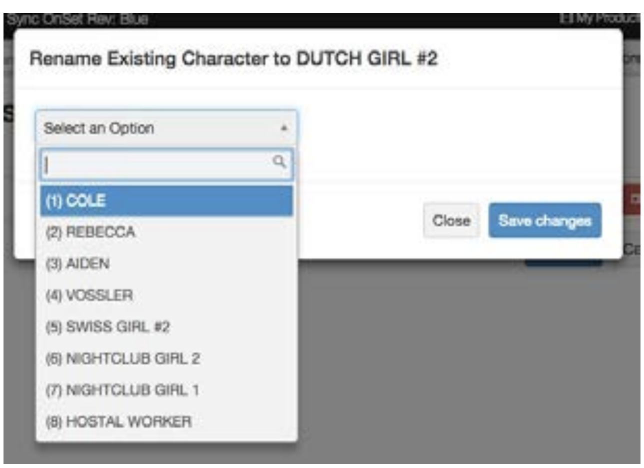
2. You can choose between whether your revised script is a Full Script or Pages. Once you choose, add your revision name and upload your file



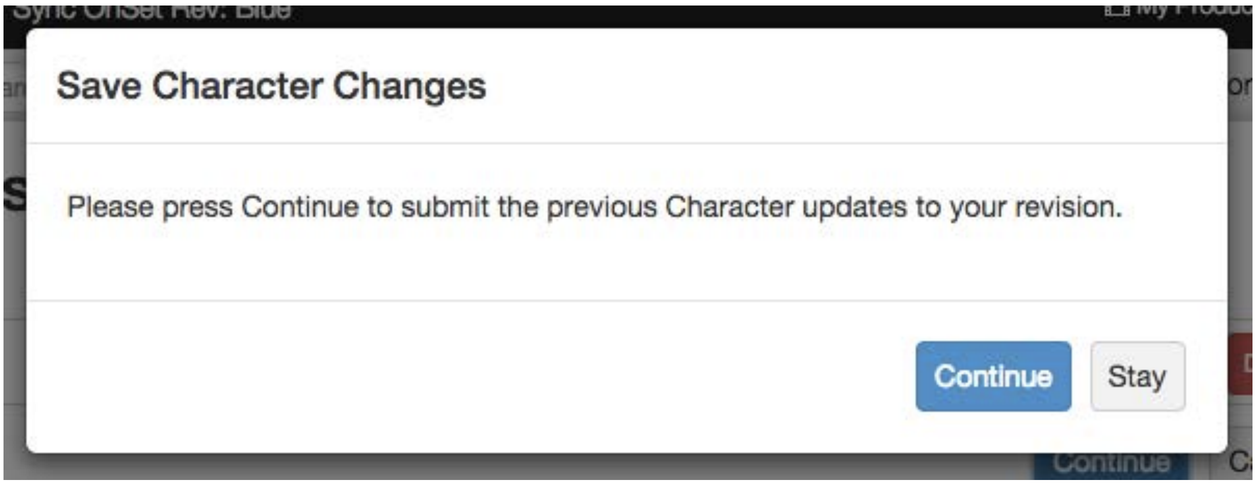
3. The first page after uploading your script will be adding new Characters found in your script. At this point, you can Add the new Character OR Link the Character to an existing Character in your older breakdown



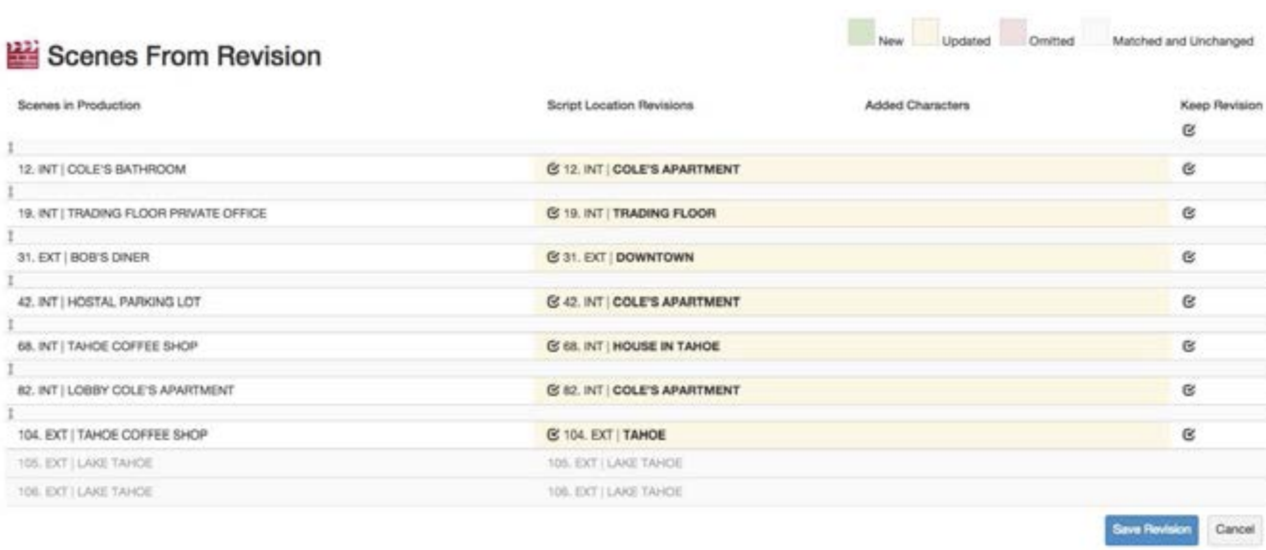
4. To rename your existing Character, click on "Rename Existing Character" and choose which Character you'd like to link the new Character name with and hit "Save Changes". On the next page, click on "Continue". A pop-up will appear to save your Character Changes- hit "Continue" again



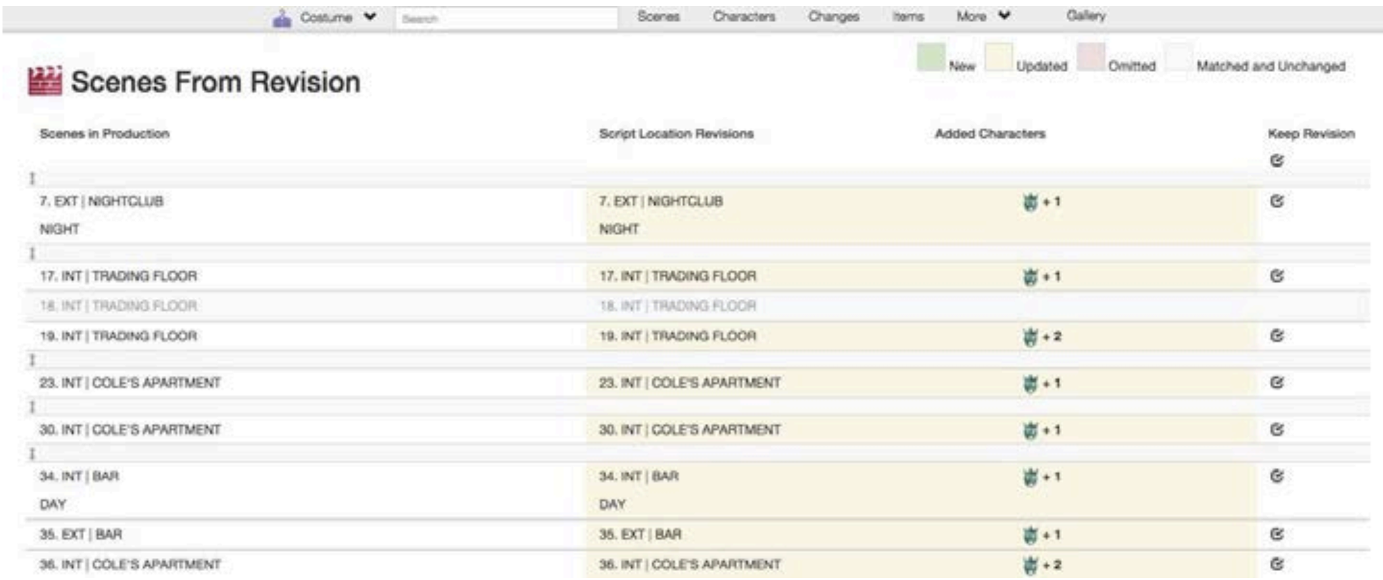


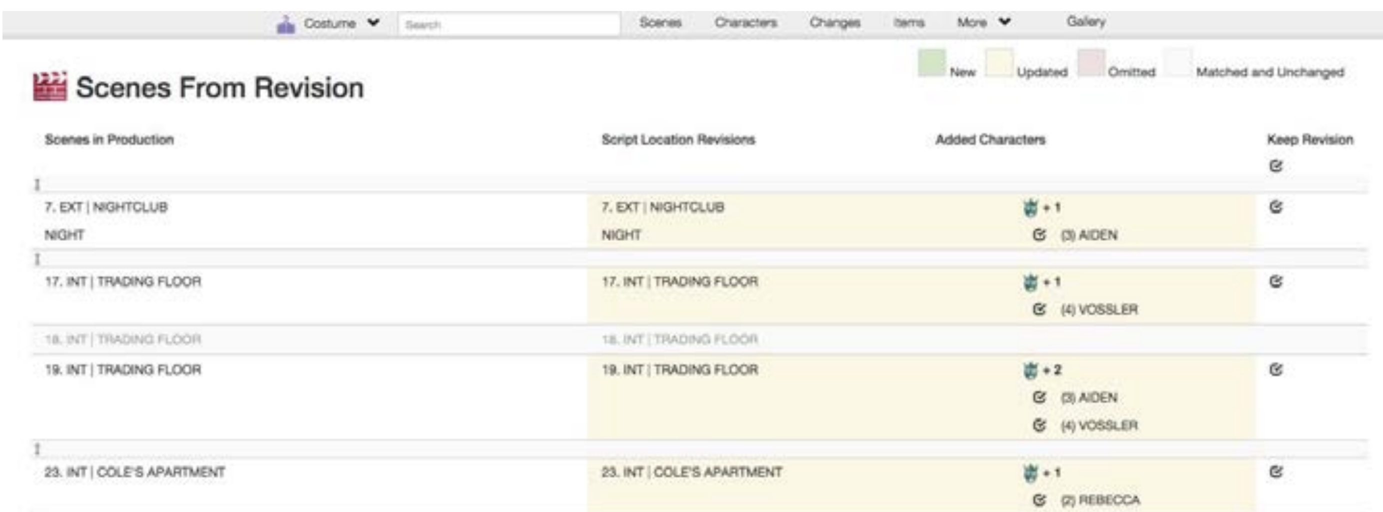


5. The next page is where you'll be able to add new Scenes and Script Location revisions. You will see all new Scenes in green, Updated Scenes in yellow, Omitted Scenes in red and Matched and Unchanged Scenes in grey. If don't want to keep the revision, you can uncheck the box next to the suggested change



6. On this same page, you'll also be able to add all your new Characters into their Scenes. You will see the Character icon and a + in all the Scenes that there are new Characters. If you click on the Character Icon, you will see which Character is being added. If you don't want to add this Character to the scene, you can uncheck the box next to the Character's name once you've clicked on the Character icon





Hit "Save Revision" and your revision is now complete!

Creating a New Episode in a Series

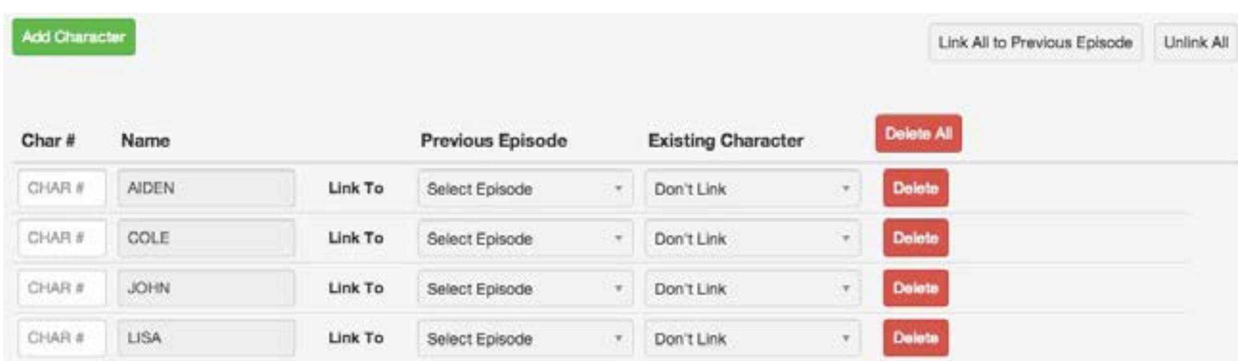
1. On the My Production page, click the Episodics tab
2. Click on the “Add Episode” button next to the series title



3. A popup will appear. Enter the Episode Number and Episode Name here
4. Upload the new script using the Auto Script Breakdown
5. On the next page, you are asked to confirm the characters found in the new script and link them to previous episodes.

   a. The characters found in the new breakdown are on the left. If you would like to link the character to a character in a different episode, select the old episode and then the character name on the right.

   b. If you would like to link all the characters to the same episode, select “Link All to Previous Episode” and then select the episode to link to. If the character is found, it will link, otherwise it will display “Don’t Link” as the Existing Character.



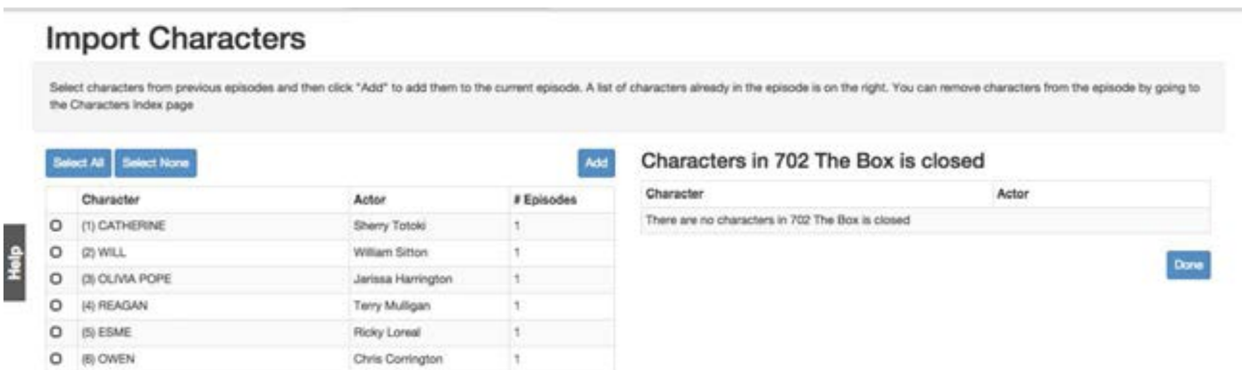
5. Press Submit Characters at the bottom of the page when you are finished.

Importing Characters from Previous Episodes

If you did not import a previous episode's characters during the auto-script breakdown, you can select to import on the Characters index page. Select the "Import" button (see image below).



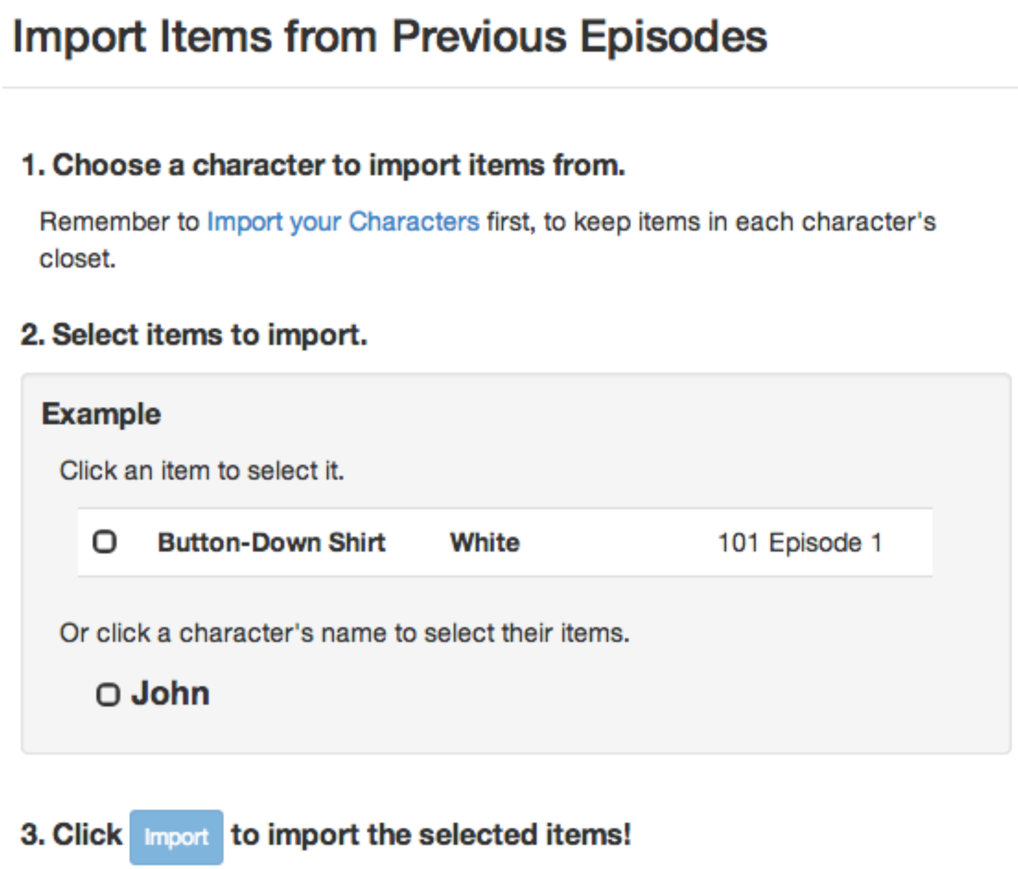
On the next page, select the previous episode to import from in the dropdown menu. Either "Select All" or individually select which Characters you would like to import, click "Add" and then "Done"



Importing Items from Previous Episode

If you are using the same assets throughout a series, you can use the Item import feature to copy over item information from previous episodes. First, make sure that all Characters are imported from the previous episodes. Then, click the "Import" button on the Items index page to select which items you would like to import.

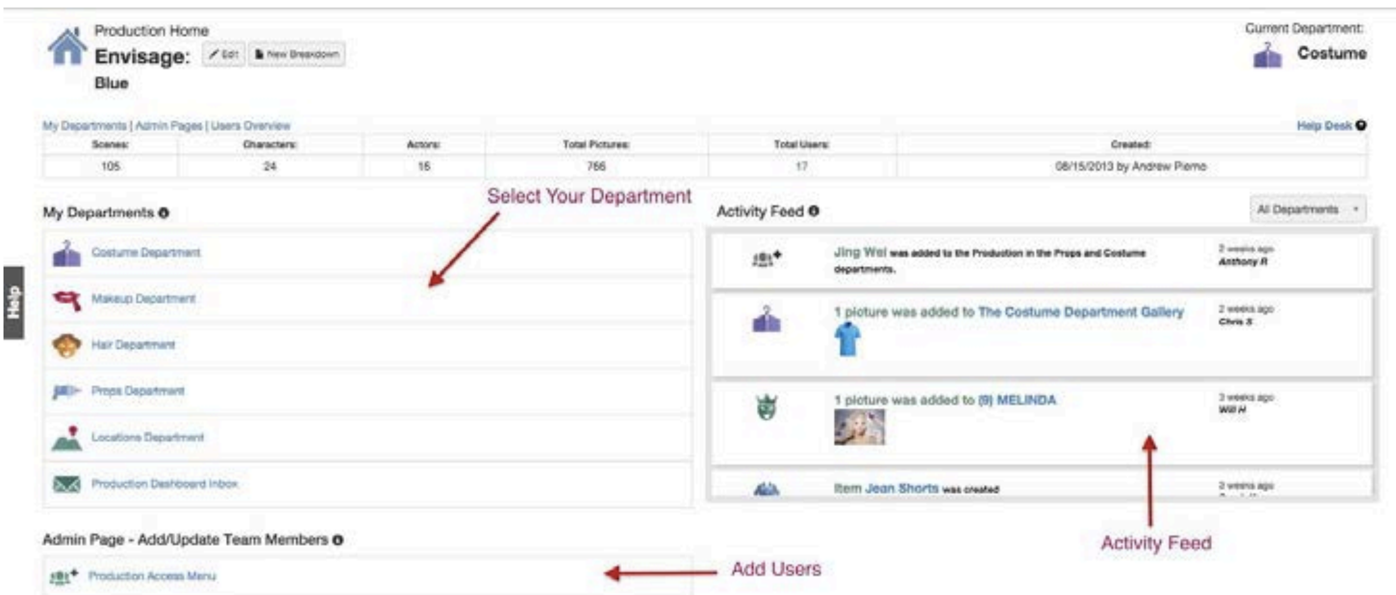




5. Navigating in the Web-application

The Production Home Page

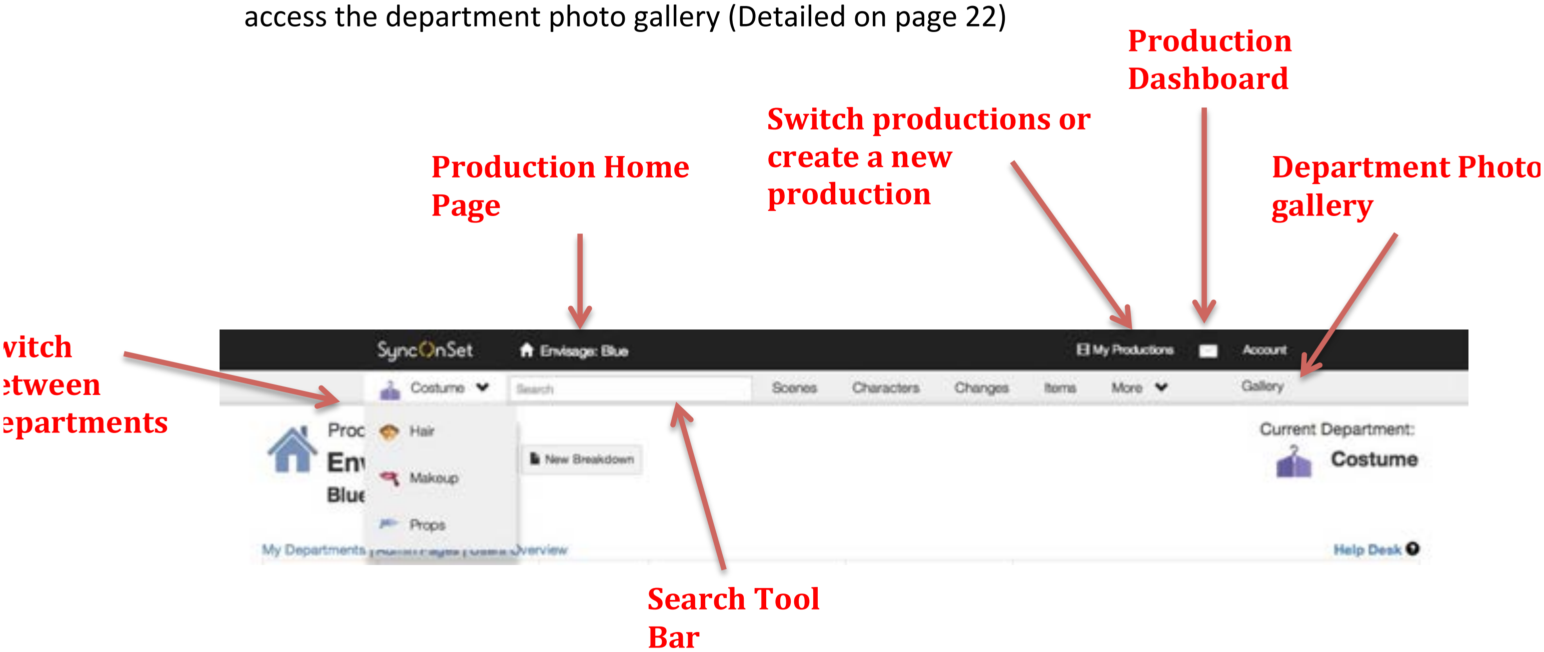
After creating the production you are brought to the Production Home page. The Production Home page allows you to navigate to different departments, add team members, manage permission levels, keep track of changes (Activity Log) and access your Production Dashboard Inbox.

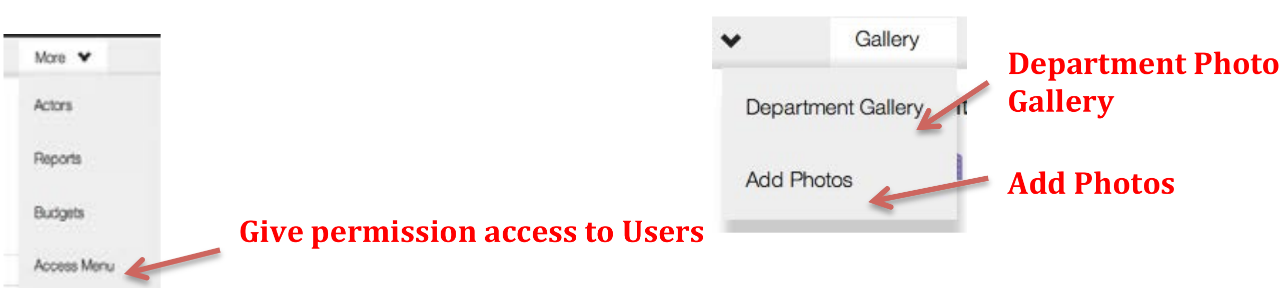


The Navbar

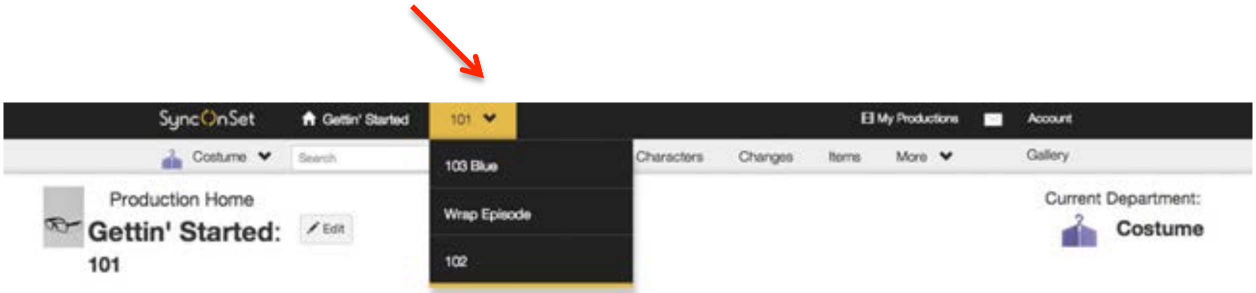
The navigation bar is organized intuitively to give you quick access to specific pages no matter where you are within the web application.

- The top section from top left to right (in black)
  - Production Home Page
  - For Episodics, switch between Episodes
  - My Productions (gives you access to all your existing productions and allows you to create new features or episodics)
  - Production Dashboard (envelope icon)
  - Account (edit your account settings and upgrade your subscription)
- The bottom section (in grey) gives you access to pages relevant to a specific department (Costume, Hair, Makeup, or Props). Switch between departments by selecting a department from the drop-down menu. Navigating to a different department will still keep you on the current page you are on. Eg. If you are on the Scene Index Page in the Costume Department and switch to the Hair Department, you will be navigated to the Scene Index Page in the Hair Department. Located next to the Department drop-down is a search tool bar. The search bar allows you to easily navigate to all your Scenes, Characters, Actors, Changes and Items. On the very right of the grey navigation bar, access the department photo gallery (Detailed on page 22)





Switch between Episodes



Show Thumbnails

If you would like to see thumbnails for Changes, Items, or Looks as you navigate around Sync OnSet you can turn that option on in the Account settings.
To turn thumbnails On or Off follow these steps:

1. Select Account in the top black Navigation bar on the right
2. Press Edit Account
3. Scroll to the bottom of the page and Select "Yes" if you would like to Show Thumbnails and "No" if you do not want to see thumbnails as you navigate around Sync OnSet
4. Press submit when you are finished making changes

Navigating with Links

A key feature of the web-application is the ability to navigate with links. All **blue text** within the web-application will link to another page. This allows you to easily navigate to detail pages. (For instance, Character names will always link to that Character's Detail page, where you can store and reference their information.)

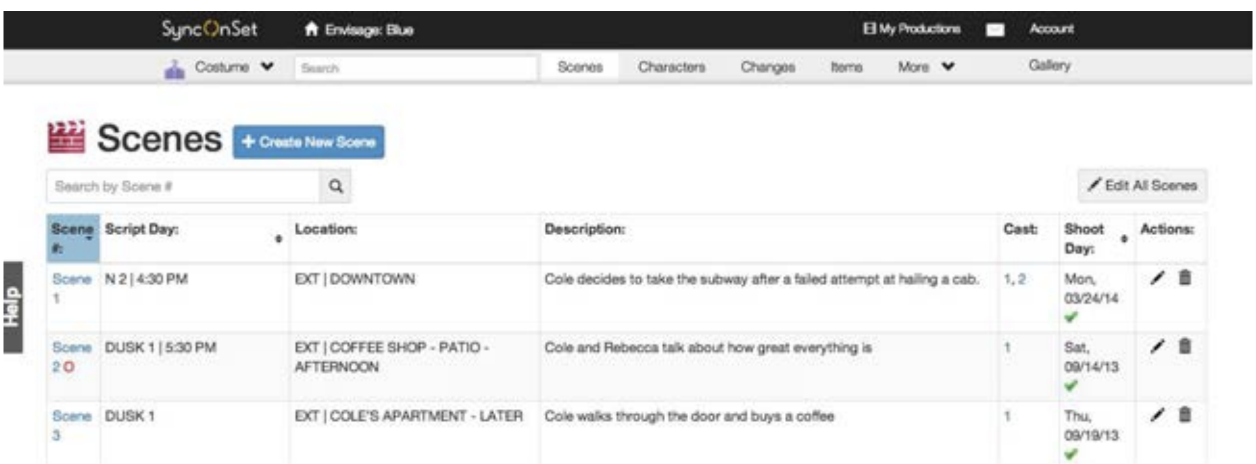
Department Home Page

The Department Home pages gives you easy access to all the important pages for the department. To the right is an example of the home page for the Costume Department.



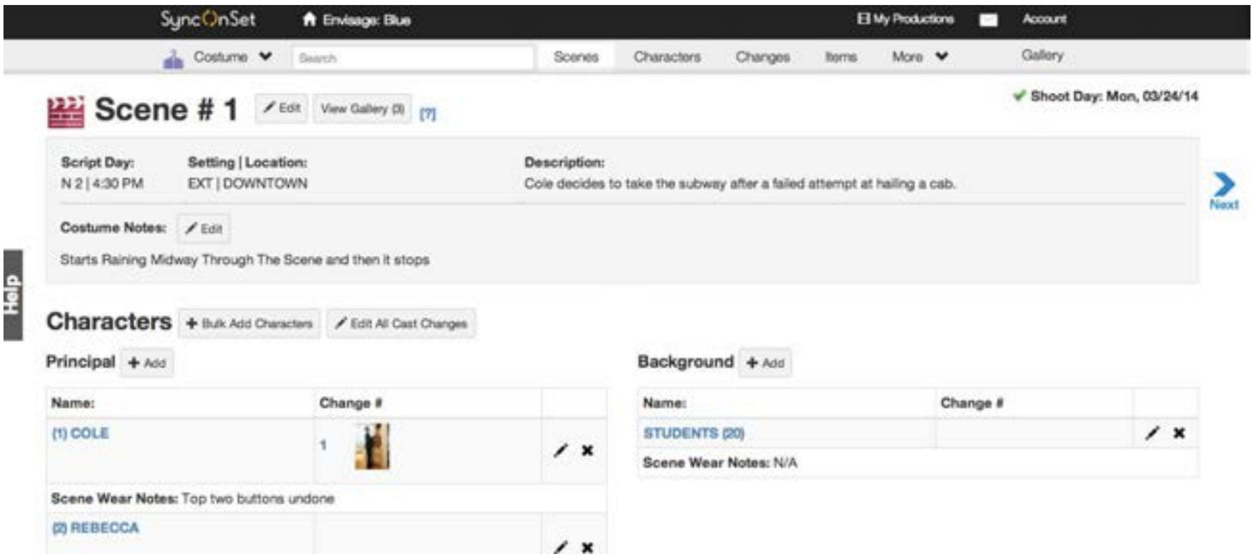
Index Pages

The index pages allow you to see a list of all the Scenes, Characters, Changes/Looks, Props, Items or Actors within the production. Below is an example of the **Scene Index** Page:



Details Pages

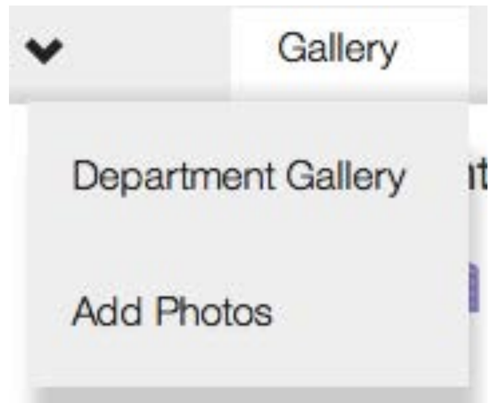
The detail pages provide detailed information on a specific Scene, Character, Change/Look, Item or Actor. You navigate to these pages by selecting **a blue link** on Index Pages. Below is an example of a **Scene Detail** page:



6. Photos and Department Photo Gallery

Department Photo Gallery

If you have the permission to add photos to your production, you can now do so from any page and it will upload the photos to a departmental photo gallery to access later.
The departmental photo gallery allows you to upload all of your photos at once, and then tag the photos to specific scenes, items, changes, looks, props, and characters. Here's how:



1. Click the "Add Photos" button - note that this button is accessible on any page of the department you are in

2. Click add files to add the photos you wish to add to the gallery, or simply drag and drop the photos from your desktop into that screen. - note that you can add multiple photos at once

3. Click start upload to begin uploading the photos to the gallery

4. Once the files have been uploaded, click the button to the right of the "Add Photo" button to access the photo gallery

5. In the gallery you can tag the photos in the gallery by clicking the "Tag" button.

6. Select the photos you wish to tag in bulk by clicking multiple photos

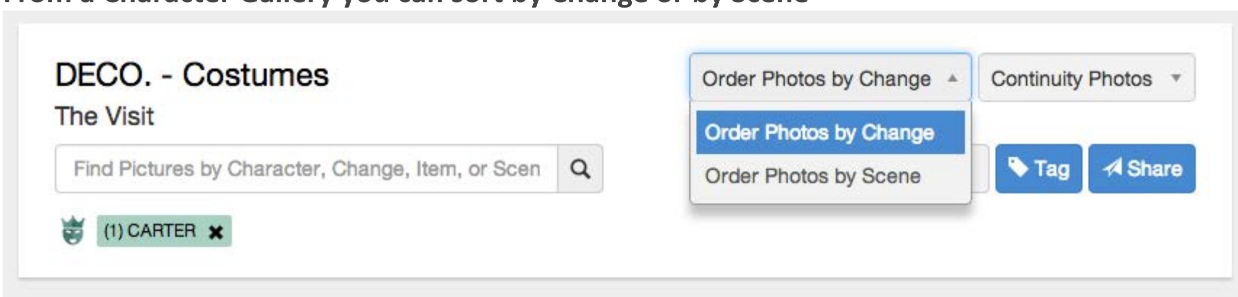
Depending on the department you are in, you can select where you would like to tag these photos.

Search & Sort

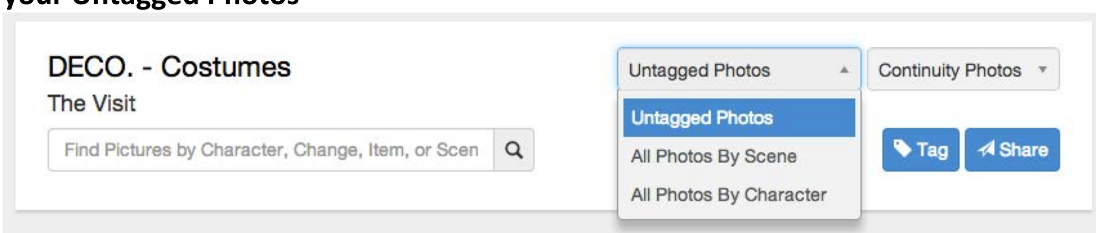


Depending on the gallery you are in, you can sort the gallery to fit your needs.
First Search for what you are looking for in the search bar (you can search by anything!)

From a Character Gallery you can sort by Change or by Scene



From the Main Gallery you can view All Photos by Scene, All Photos by Character or just all of your Untagged Photos



Don't forget to choose whether you want to view Continuity or Fitting/Research Photos - each gallery works exactly the same, but allows you to separate out the design/brainstorming photos from the continuity photos.

Photo Tagging

With the new galleries, there is no limitation to where you can tag. Want to tag to just a scene? Go for it! Easily organize your photos by scenes, changes/looks, characters, items and props by "tagging" each photo. On every photo you can see how it is categorized by the Tags . A Tag determines which galleries the photos will appear in for easy access.

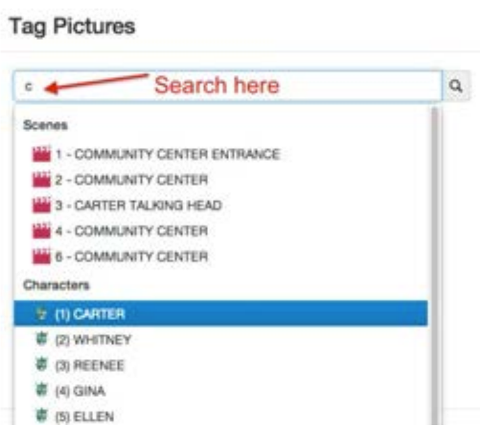
To Add a Tag to a Photo:

1. Click 

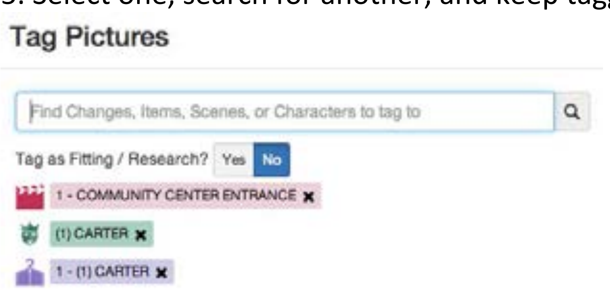
2. Select as many photos as you'd like
3. Click 

again
4. Search for what you want to tag these photos to. You can search by:

- Scene
- Character
- Change/Look
- Item (name, brand, color)
- Prop



5. Select one, search for another, and keep tagging

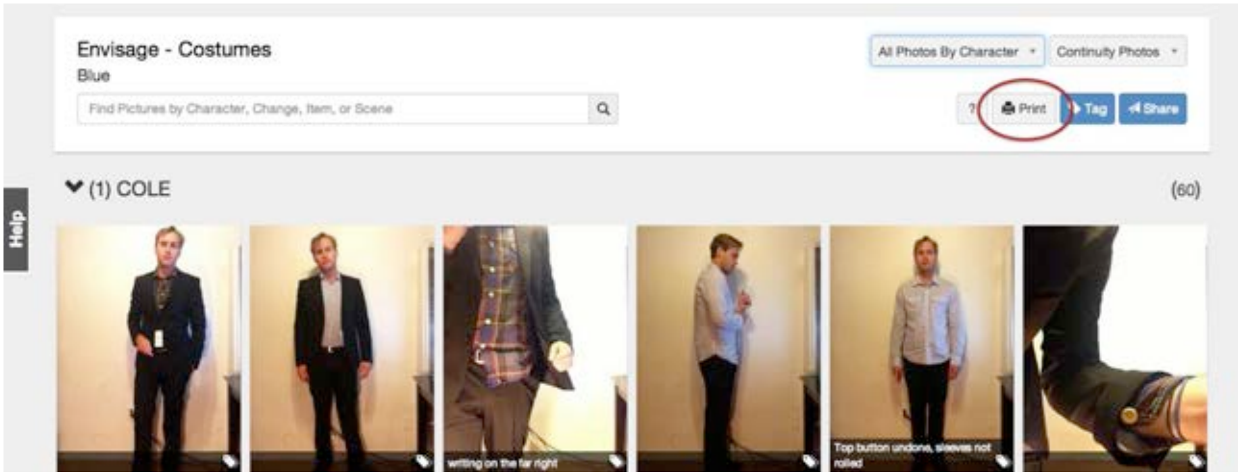


You can also Tag photos anywhere as a Continuity or Fitting/Research photo.

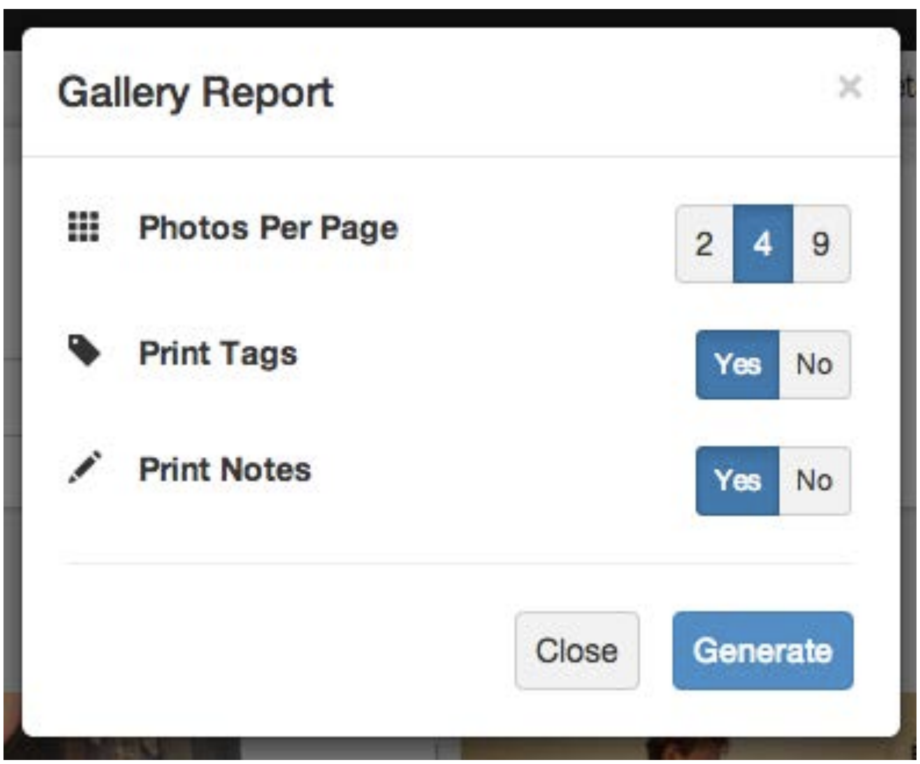
For example, now you can tag photos just to scenes - but remember to tag it as specifically as possible so it shows up in the right galleries for quick reference later

Printing from View Gallery

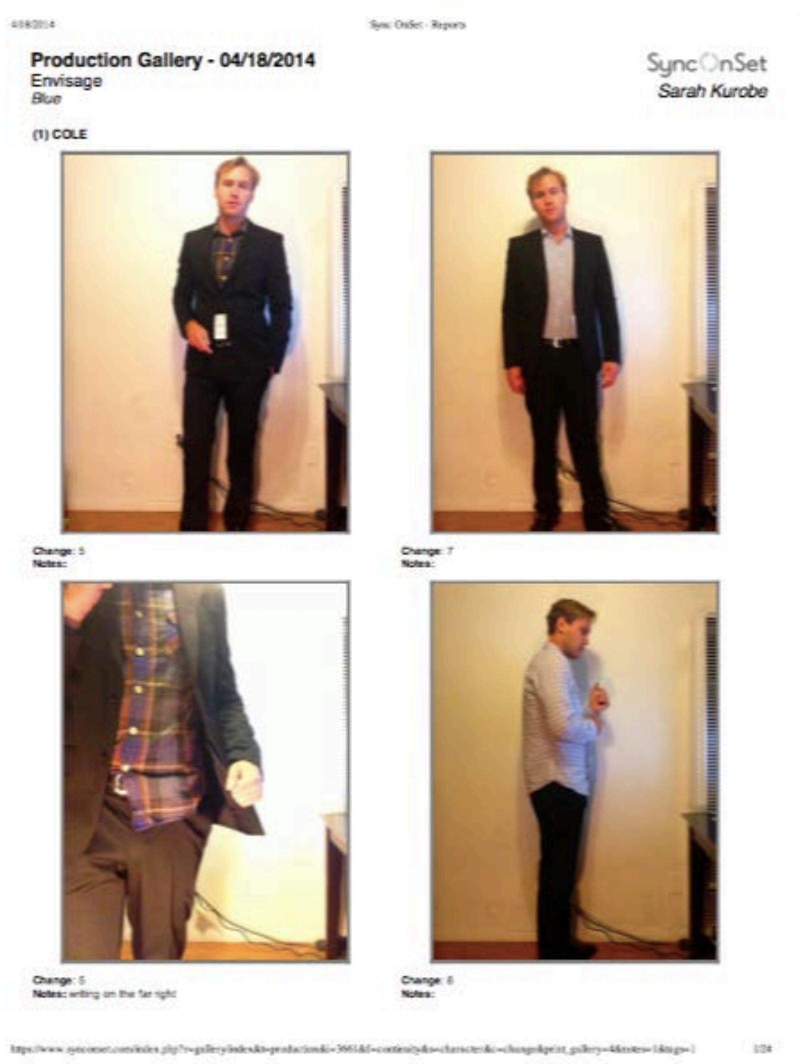
Print directly from any Photo Gallery by clicking on the "Print" icon located next to the "Tag" icon



A pop-up will open and you will have the option of printing either 2, 4 or 9 photos per page and also if you would like to print the photos with Tags and with Notes. Click Generate.



Here is an example of what the Gallery Report will look like:


4/18/2014 Sync OnSet - Reports

Production Gallery - 04/18/2014
Envisage
Blue

Sync OnSet
Sarah Kurobe

(1) COLE

Change: 5
Notes:

Change: 7
Notes:

Change: 5
Notes: writing on the far right

Change: 6
Notes:

Zooming Function on Photos

You will be able to zoom in on any of your photos by hovering your mouse over the section of the photo you would like to zoom in on. The zoomed in image will be to the right of the original image. To get rid of this function- simply click on the magnifying glass icon

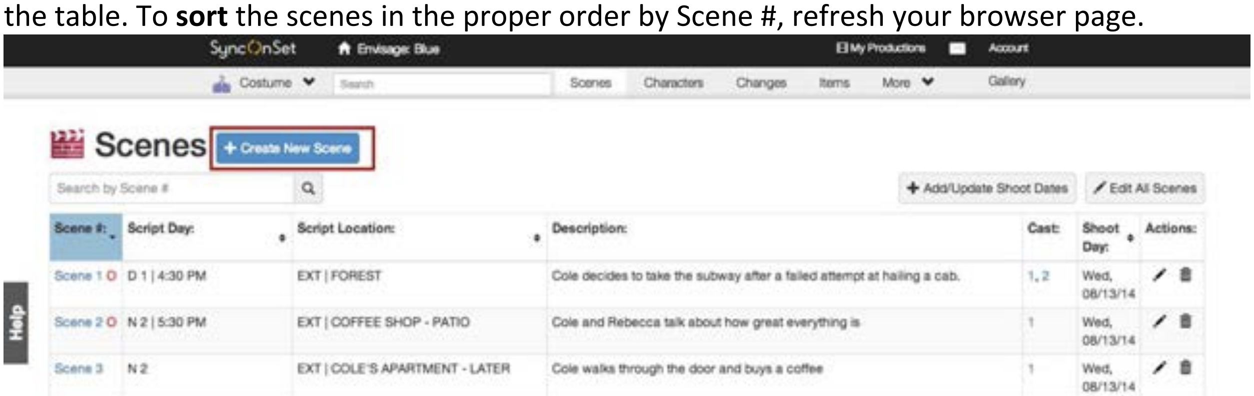


5. Adding, Deleting, and Editing Scenes

NOTE: To edit Scenes you must be a Production Admin. If you are unable to edit scenes you must contact the "Production Admin" to gain access. Please see section 11 on permission levels.

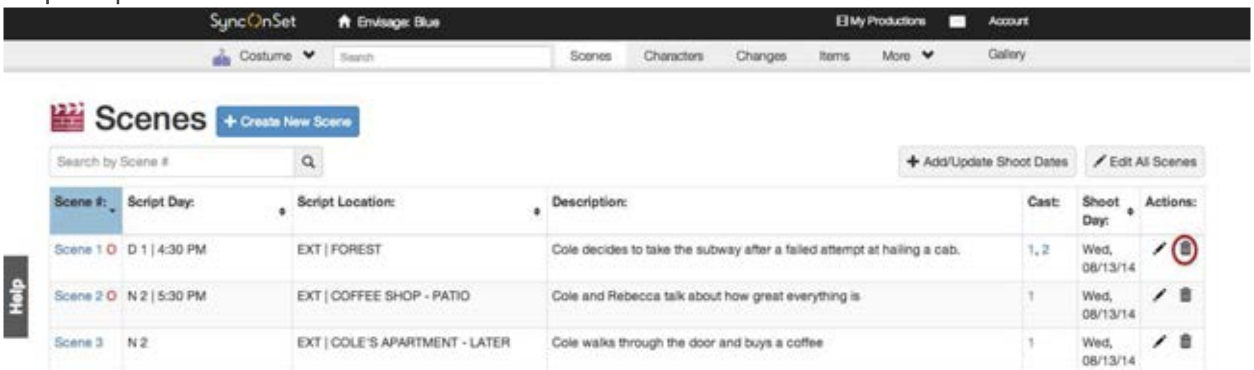
Adding Scenes

To manually add a new Scene, navigate to the Scene Index Page. Click on "+ Create New Scene". A pop-up will appear- Fill in the Scene #, location (which can be an existing location), and other details on the scene, then click "Create & Add Another" to continue adding scenes or just "Create" to create just one scene. If you decide not to add the scene, click the "Cancel" button to undo all the changes you've made. Once added, the new scene will be added to the top of the table. To **sort** the scenes in the proper order by Scene #, refresh your browser page.



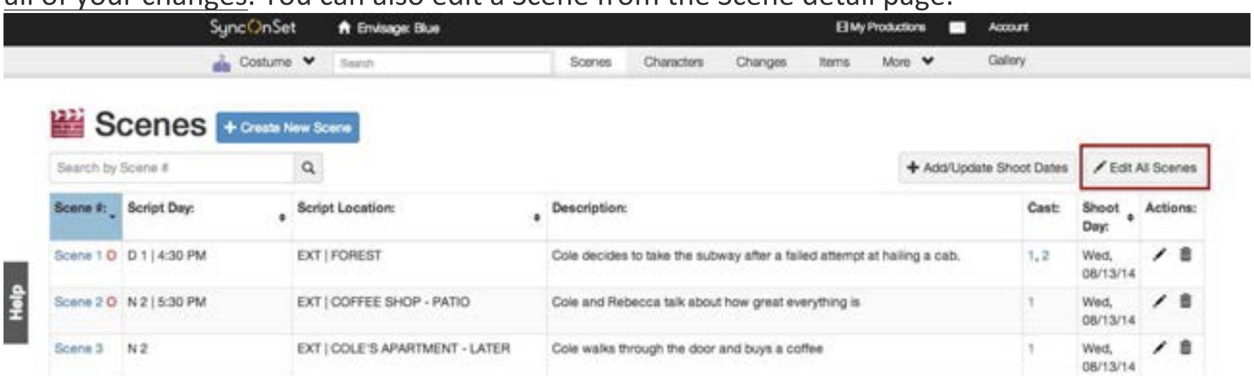
Deleting Scenes

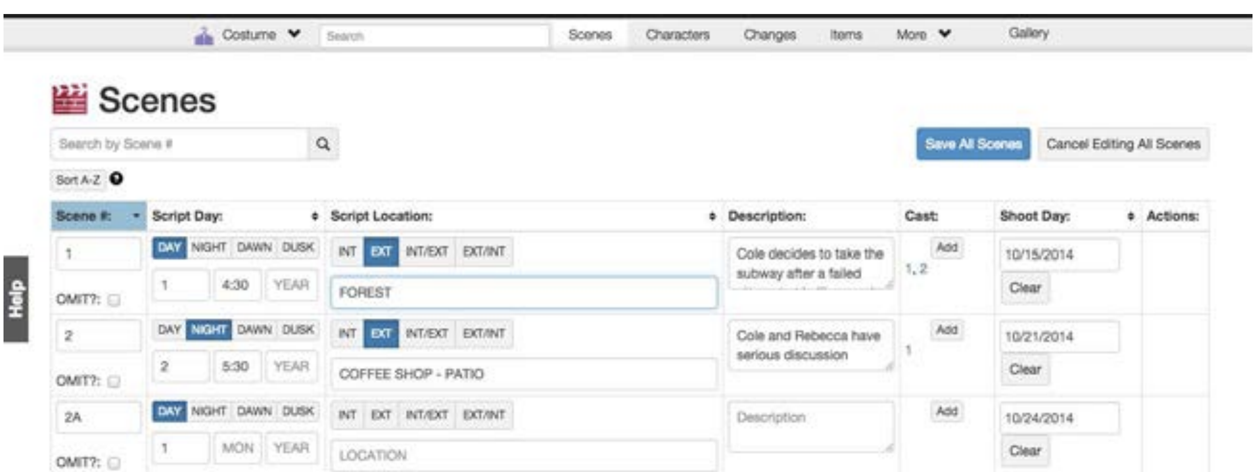
To delete a scene, click on the trash can icon that is to the far right of the scene row. You will be prompted to confirm the deletion of the scene.



Editing Scenes

If you need to edit multiple scenes quickly, click the "Edit All Scenes" button found in the upper right (Circled in red in image below). After making all of your edits, click the "Save All Scenes" button. If you do not click this button before navigating to a new page you will lose all of your changes. You can also edit a Scene from the Scene detail page.



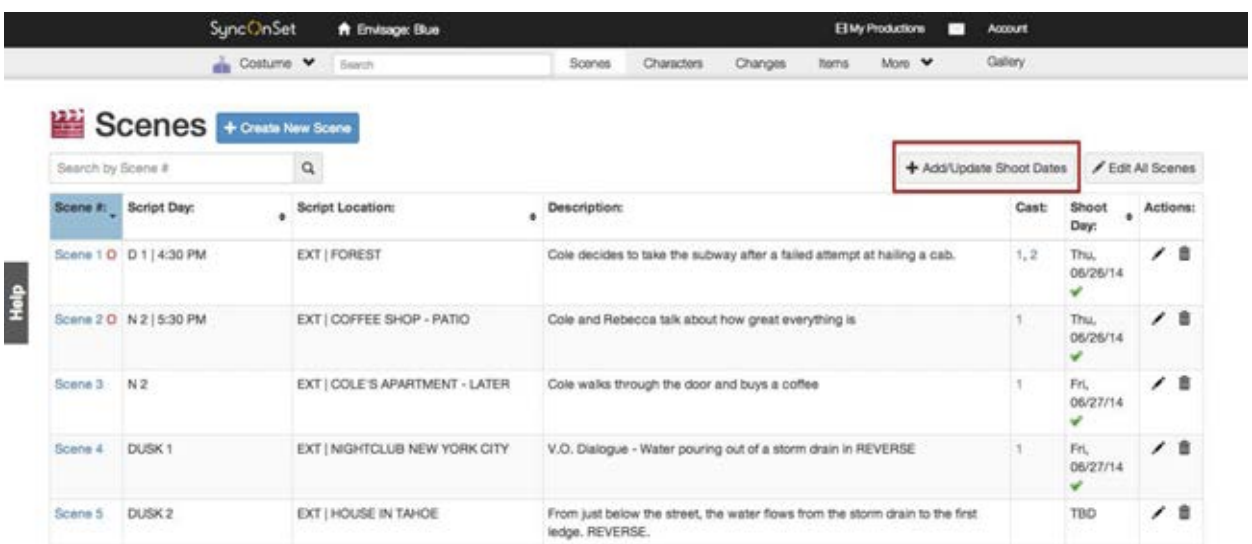


If you only want to edit one scene at a time, click the edit pencil icon to the far right of the scene (See image below). After making the changes, click the "Save" button.

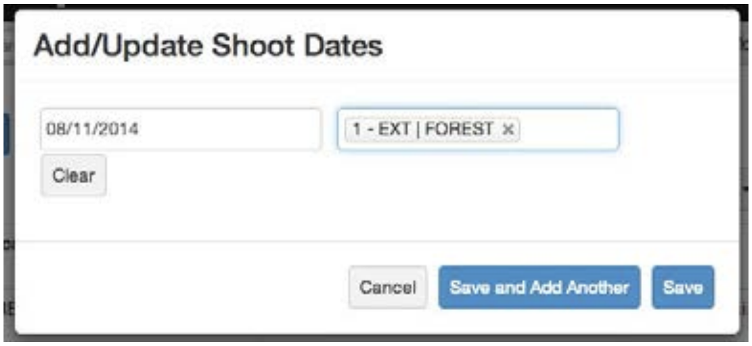


Adding/Updating Shoot Dates

There are two ways to Add/Update Shoot Dates from the Scene Index Page. You can either hit "Edit All Scenes" or click the pencil icon located next to each scene and update the Shoot Dates from there or you can also click on the "+ Add/Update Shoot Dates" icon located at the top of the Scene Index



Click on the icon and you will be able to enter all Scenes that are on a specific Shoot Date. Once you've entered your Scenes and Shoot Dates, hit "Save and Add Another" to keep adding Shoot Dates or simply click "Save" to return back to the Scene Index Page



Auto sorting Scenes

Scenes are automatically sorted by Scene #. The automatic sort works with most standard scene numbering schemes, however, you may need to re-label scene numbers to make sorting work for your project. Below are some helpful guidelines:

- If you want to have a scene like Scene "2 and 3" or Scene "2-3" show up between Scene # 1 and #4, make sure you label the Scene as "2,3" (other variations in syntax may be read as "23", sorting the scene in the wrong sequence).
- Our auto-sorting accepts most standard syntax, including "1 Part 1", 1pt1, 1 prt. 1, etc. We recommend that you stay consistent with your number format for all scenes.

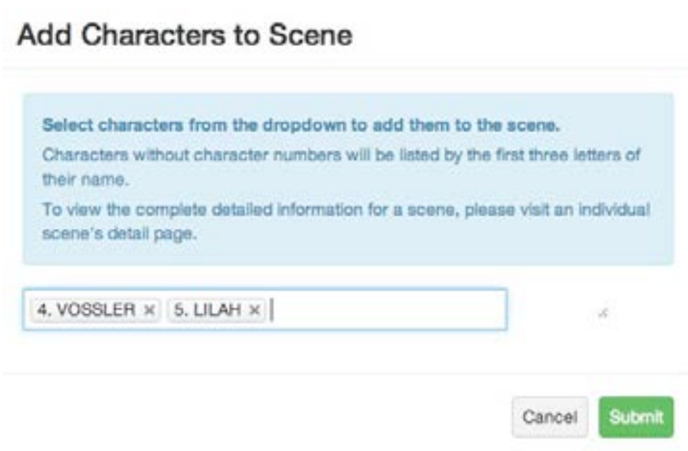
Adding Principal Characters to Scenes

To add principal characters to Scenes:

1. **Navigate to the Scene Index page**
2. Click the "Edit All Scenes" Button to add characters to multiple scenes or the Pencil icon to add characters to one scene.
3. Under the Column "Cast" click "Add"
4. Select one or multiple characters





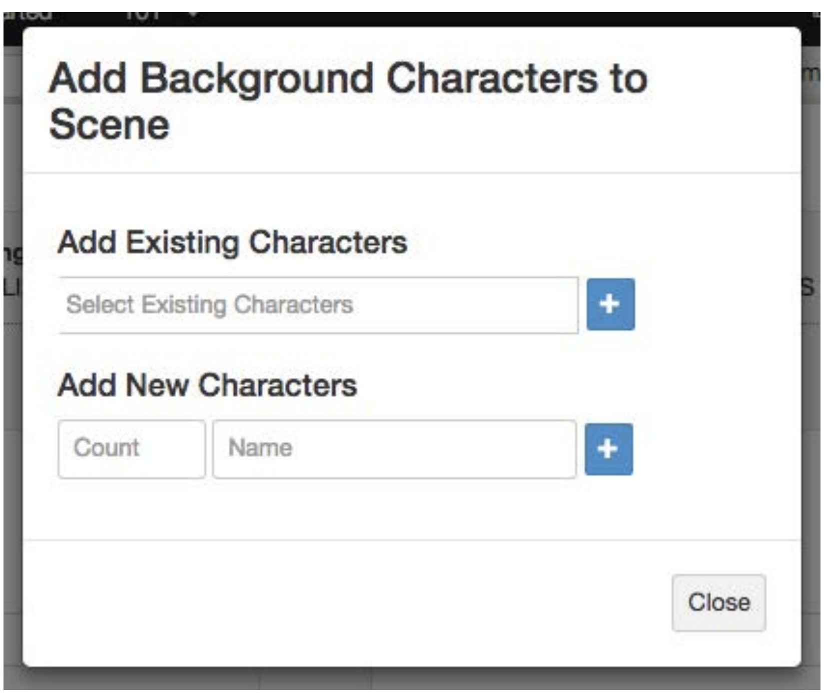


Another way to add principal characters to Scenes:

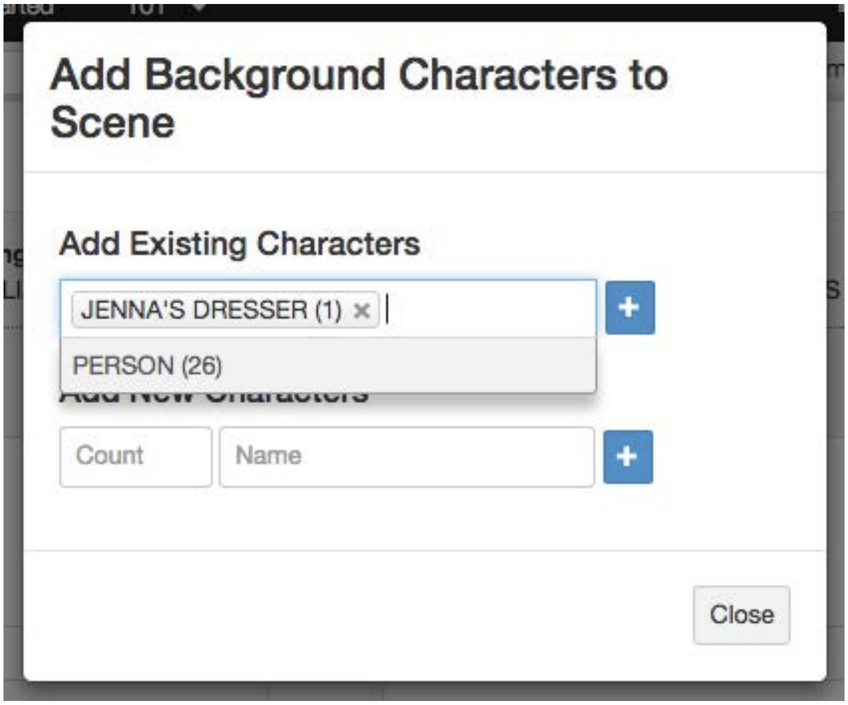
5. **Navigate to the Scene Detail page**
6. Click the "Add Principal" or "Add Background" button
7. Enter in the Character Name and hit save.

Adding Background Characters to Scenes

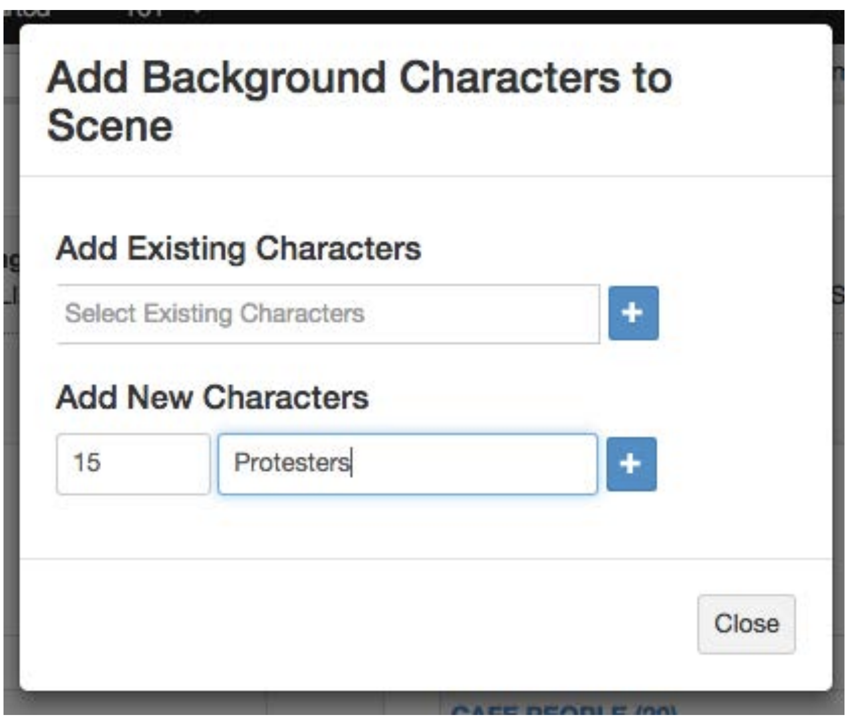
To add background Characters to Scenes, click on the specific Scene you'd like to add the BG Character to and under Background, click "+ Add"



You may either choose to Add Existing Characters



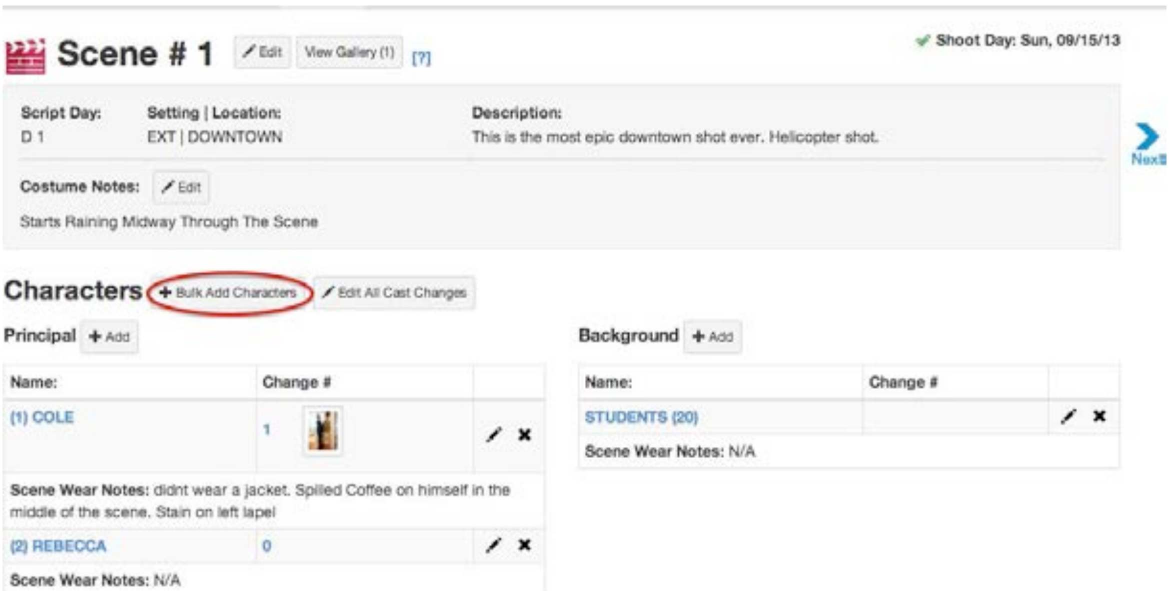
Or you can Add New Characters



Click the "+" icon to add the BG Character. You can continue adding BG Characters by entering in Existing or New Characters and clicking the "+" icon or you can hit Close to finish

Bulk Add Characters

If you would like to bulk add Principal characters, click on the “Scenes” tab at the top of the screen, select a scene, and click on the “Bulk Add Characters” button. Note: It is only possible to bulk add Principal characters. Be sure to keep clicking character’s names by clicking back in the box to keep adding more characters to that one scene. Click “Save” once you have added all the names into the box.



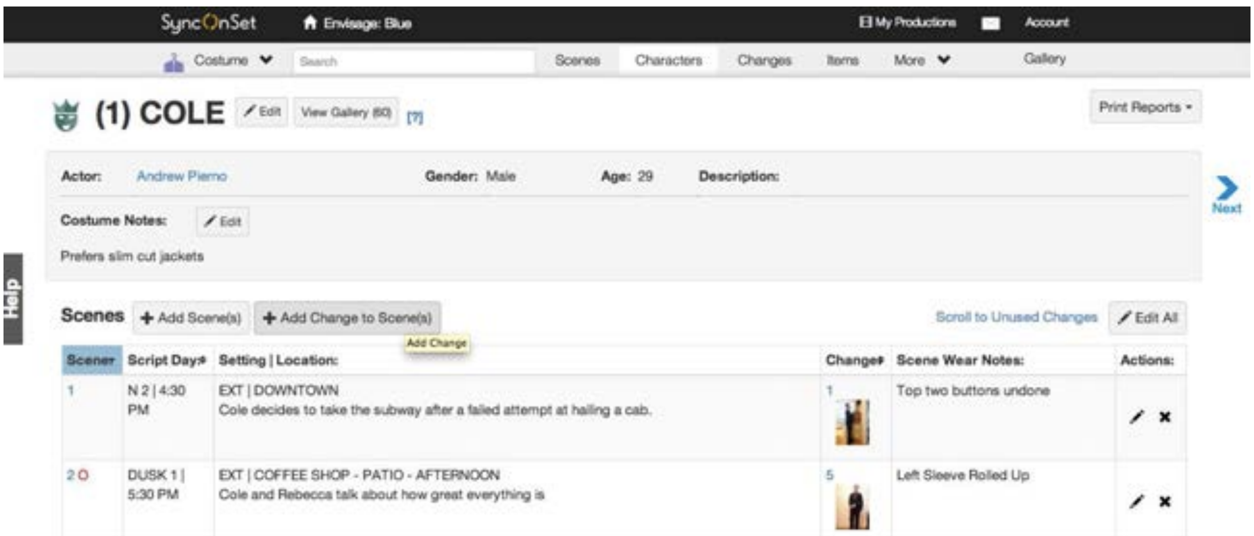
6. Characters

Overview of the Character Detail Page

The character detail page lists all the scenes and changes/looks/props (within a department) for the specific character.

At the top of the page you can view and edit the basic information about the character: Actor, Gender, Age and Notes:
The bulk of the Character Detail page is a table of the Character's assigned Scenes.

The Character Gallery pulls in photos that have been tagged to the character. For a Character's individual Changes you will see the main photo for each available Change



Within a specific department you will also see Changes/Looks/Props assigned to the Character. (Changes/Looks/Props unassigned to a scene will appear in a table at the very bottom of the page).

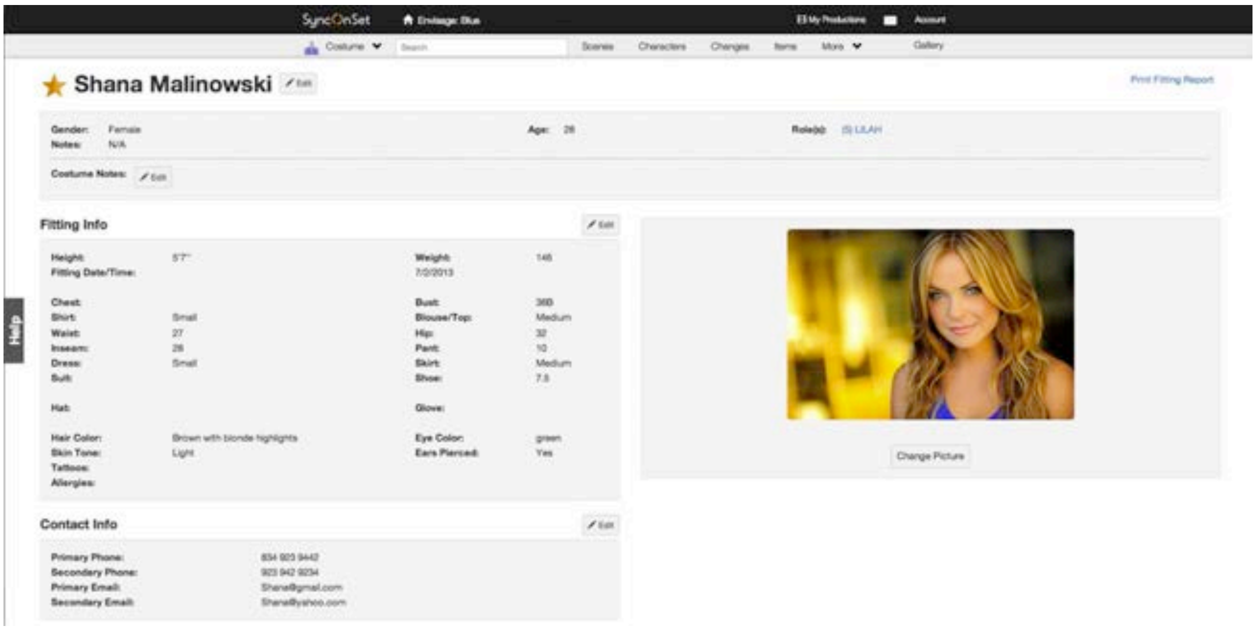
Just above the table, you will notice a button "Add Character to Scene(s)". When adding Character to a scene, you can select multiple scenes from the drop down menu.

When adding a Change/Look to Scene(s), you can select multiple scenes to assign the Change/Look to. The drop-down will only show Scenes that the Character is currently in and where no change is assigned.

7. Actors

Overview of the Actor Detail Page

The Actor Detail page allows you to store actor fitting and contact information. To assign an Actor to a Character, click the Edit/pencil icon next to the Actor's name. Next to Role(s), you can add the appropriate character.

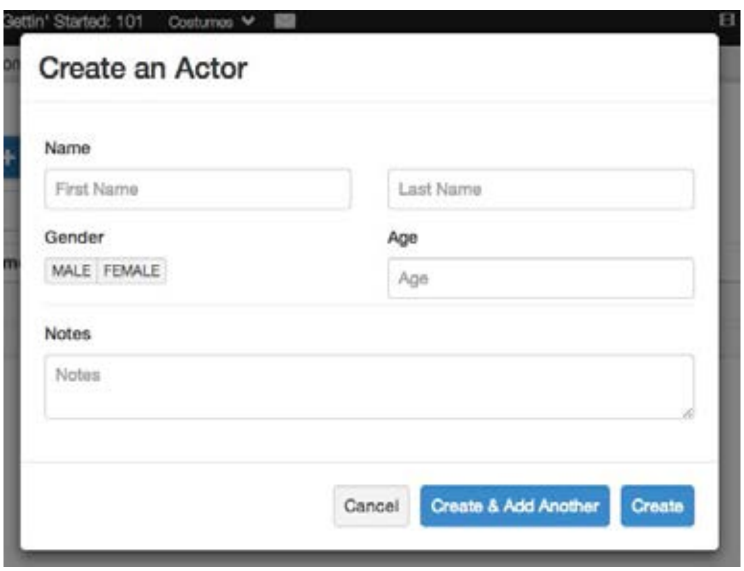


Adding Actors

To create an Actor, click on the “+ Create New Actor” Button from the Actor Index Page



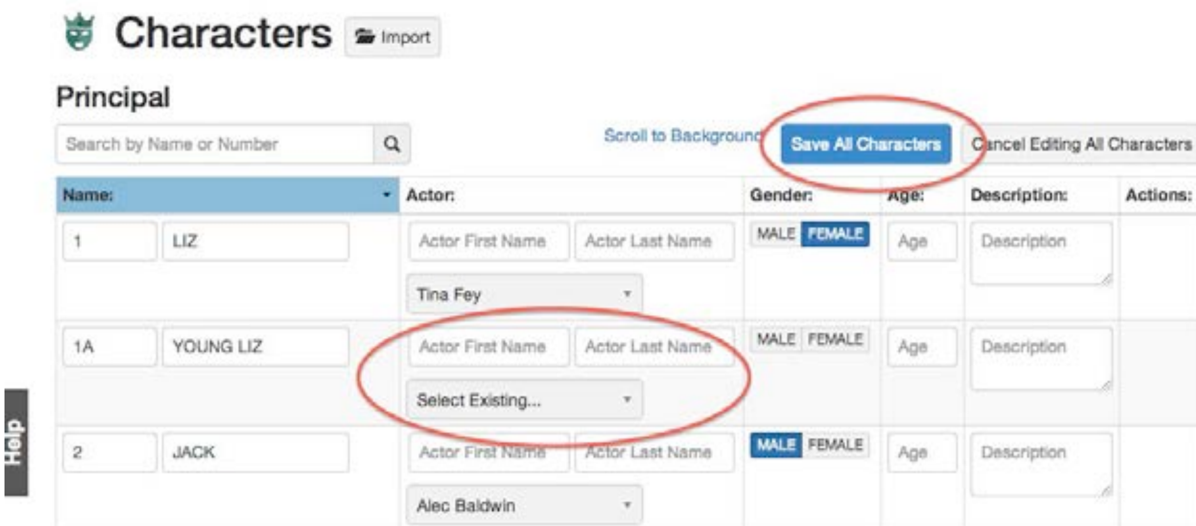
Once the pop-up appears, fill out necessary content for the Actor and then click "Create & Add Another" to keep creating Actors or simply click "Create" to just add one Actor



To add Actors from the Characters index page, click on either the pencil icon (if you’d like to only add one Actor) or click on “Edit All Characters” to add multiple Actors simultaneously



Next, in the Actors section you can add an Actor First Name and Actor Last Name to create an Actor or click on the Select Existing drop-down to select an Actor that has previously been added. Once the Actors have been added, make sure to click "Save All Characters"



Once the Actors have been added, they will show up as a blue link. Clicking on the Actor's name will take you to the Actors Detail Page where you can add more detailed information about the Actor



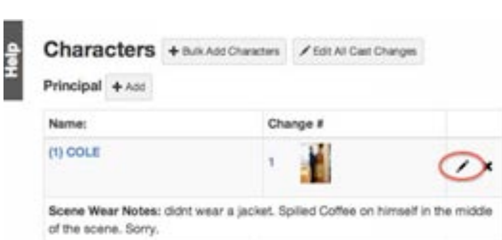
8. The Costume Department

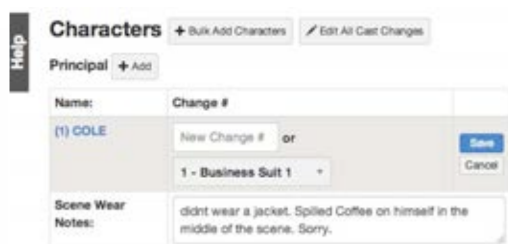
Methods for Adding Changes

With Sync OnSet, you can add Changes/Looks to Characters on different pages: (1) On the Scene Detail pages, you can add Changes/Looks to each character in a Scene as you navigate from Scene to Scene. (2) On a Character Detail page, you can add a Character to new Scenes, and add Changes/Looks across multiple Scenes.

Adding Changes from the Scene Detail page:

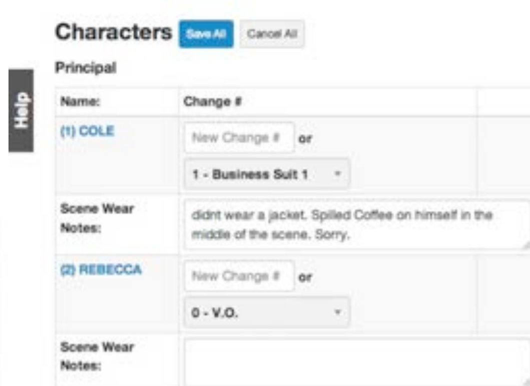
1. Navigate to the Scene Detail page
2. Click the ✎ next to the Character name to edit the change they are assigned in the Scene
3. Click "Save" once finished editing





You can also select "Edit All Cast Changes" to make multiple updates quickly. Then Click "Save All" to make sure your changes are saved.



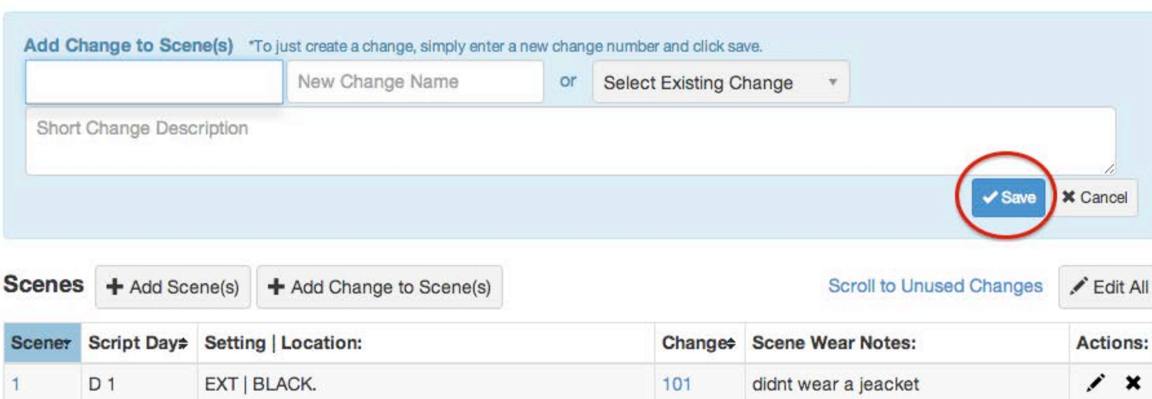


Adding Changes from the Character Detail page:

1. Navigate to the Character Detail page
2. Click "Add Change to Scene(s)" button.
3. Choose all the Scenes you wish to add the Change to from the multi-select drop down menu (Circled in red in image below).



4. Add a new Change in the text field labeled "New Change #" or choose an existing Change from the drop down menu.
5. Click the "Save" button. (Circled in red in image below)



From the Character Detail Page, you also have the ability to increment or decrement the change number. For example, you can change your Change 1 -

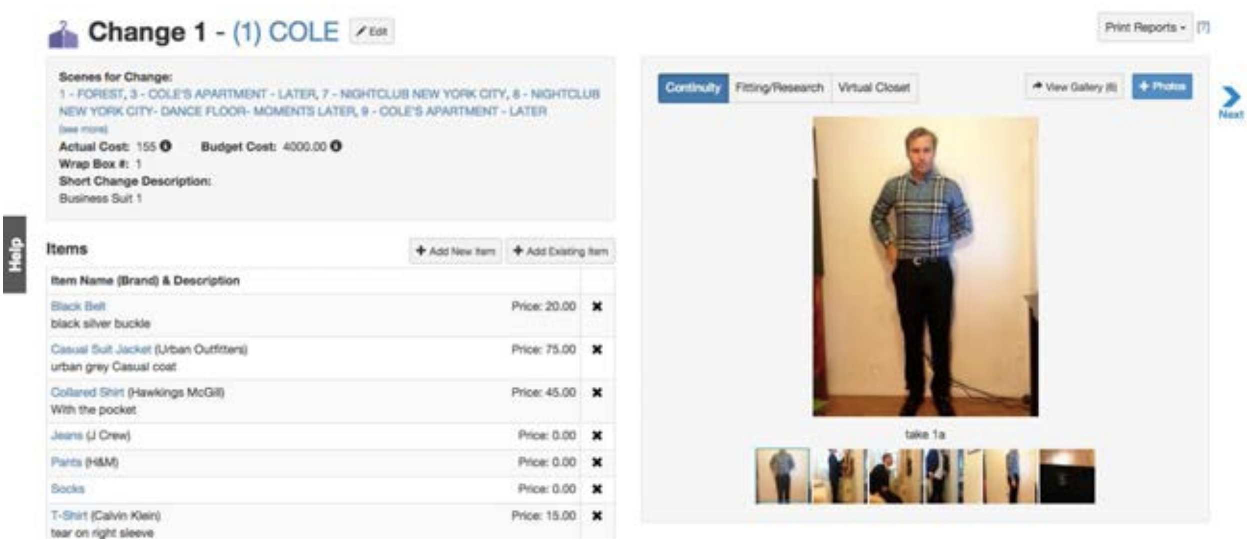


To Change 2 (All Changes coming after Change 1 will now be incremented by 1)



Change Detail Pages

Each Change # you create for a Character has a Change Detail page, where photos, itemized descriptions and notes can be stored (it's a digital continuity book!). Below is an image of a filled out Change Detail page with a key of what each part is.



Change Photos

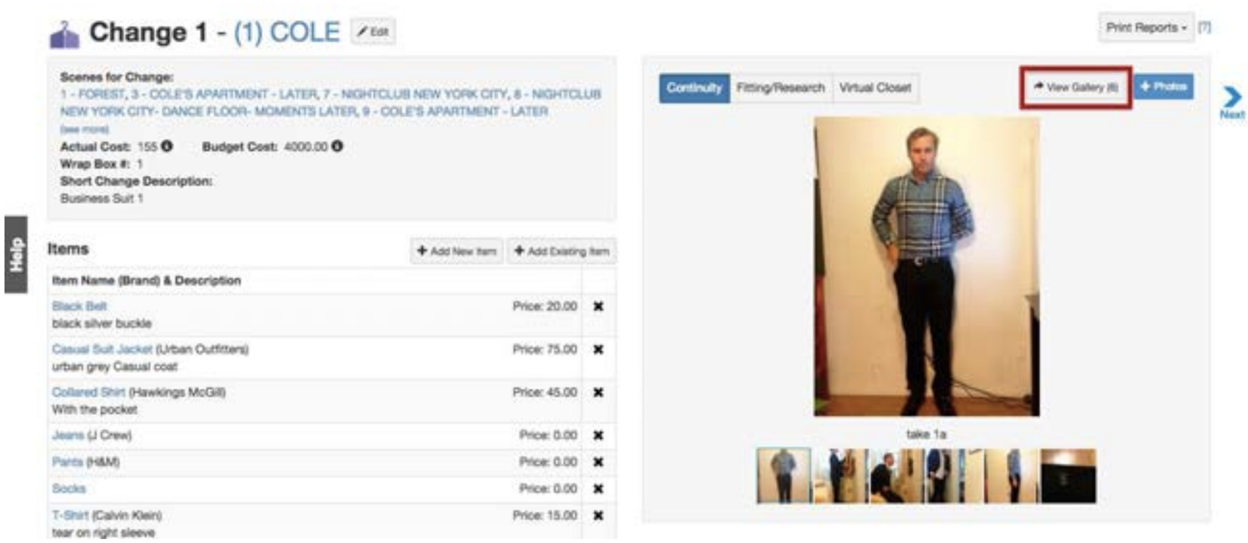
Each Change Detail Page has a dedicated photo album. Here you can upload photos of Change pictures from fittings / designs and continuity. (Note: Photos taken on Sync OnSet's mobile app are automatically uploaded to your online photo album when you Sync.)

To upload and view photos online, follow these steps:

1. From the Change Detail Page, Click "Add Pictures"
2. A pop-up will appear. You can either drag-and-drop pictures from an open folder onto this window pop-up, or select "+ Add files…"
3. Once you've added photos to this pop-up, select "Start Upload" to save them to your online photo album
4. Before you click "Start Upload", you can enter notes for each picture you're uploading

To view the album gallery and see full size images of each picture, follow these steps:

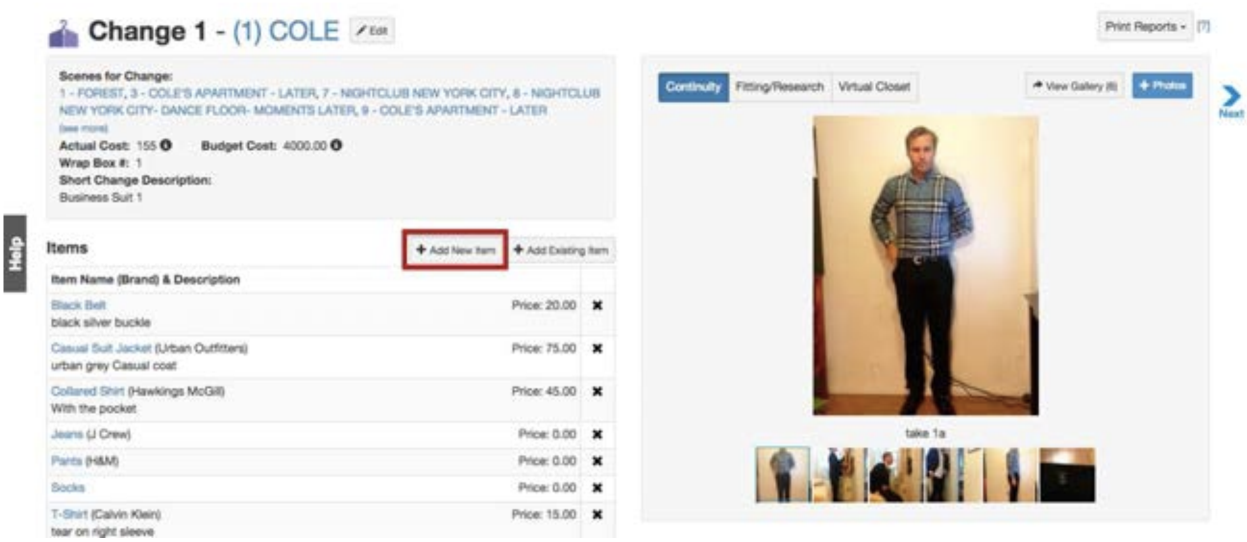
1. From the Change Detail page, click "View Gallery"
2. To view a picture full-size and view or edit notes, click on the picture
3. You can delete or download the picture when in full screen view

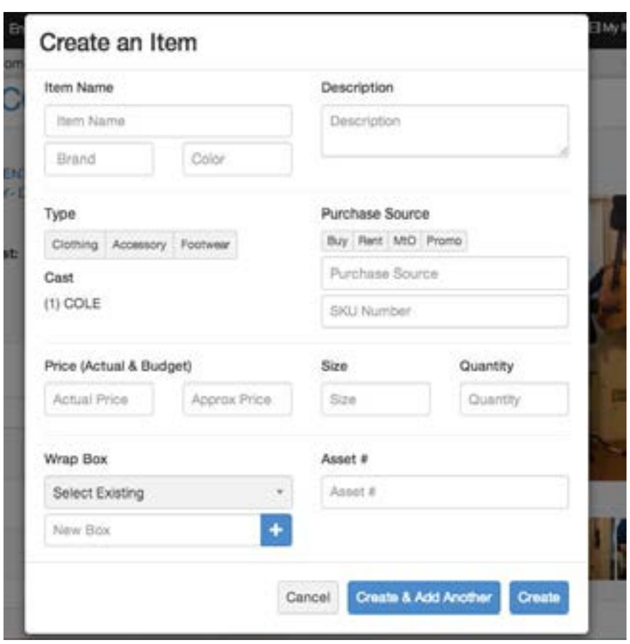


Itemized Descriptions

On the Change Detail page you can create itemized descriptions. To quickly add an item (Name, Brand, Description) from the Change page, follow these steps (screenshots follow):

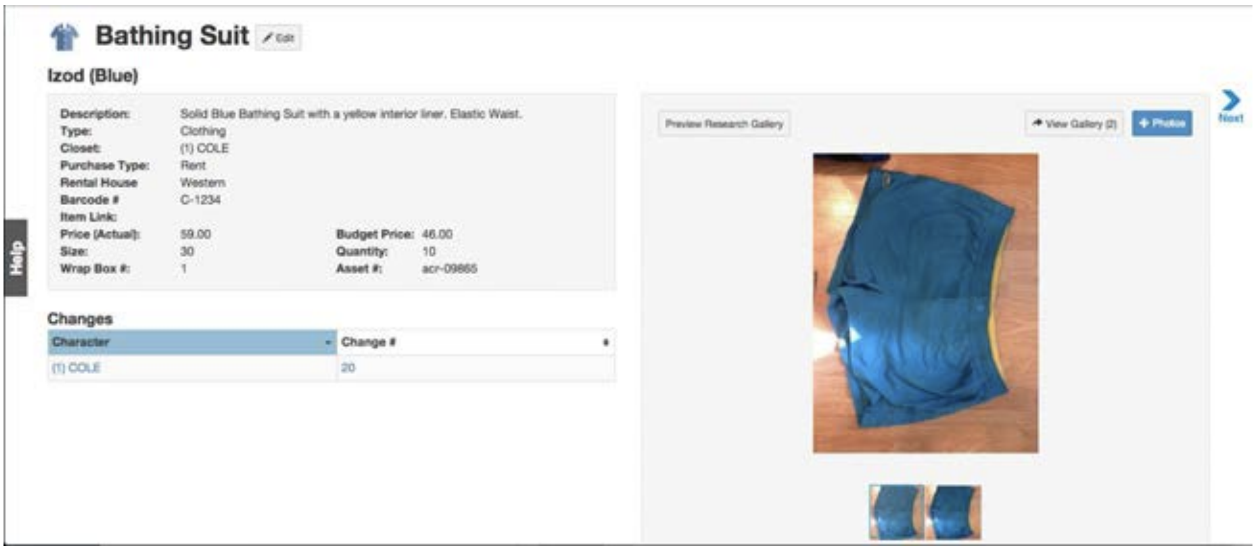
1. On the Change Detail page, select “Add New Item”. A pop-up will appear for Item name, Brand, color and Description
    a. When entering Brand names, Sync OnSet will attempt to match your brand to a list of brands in our database or brands already associated with this production.
2. Enter the item details into these fields and select “Create & Add Another” to continue adding items or select “Create” to add an individual item





Overview of Item Detail Page

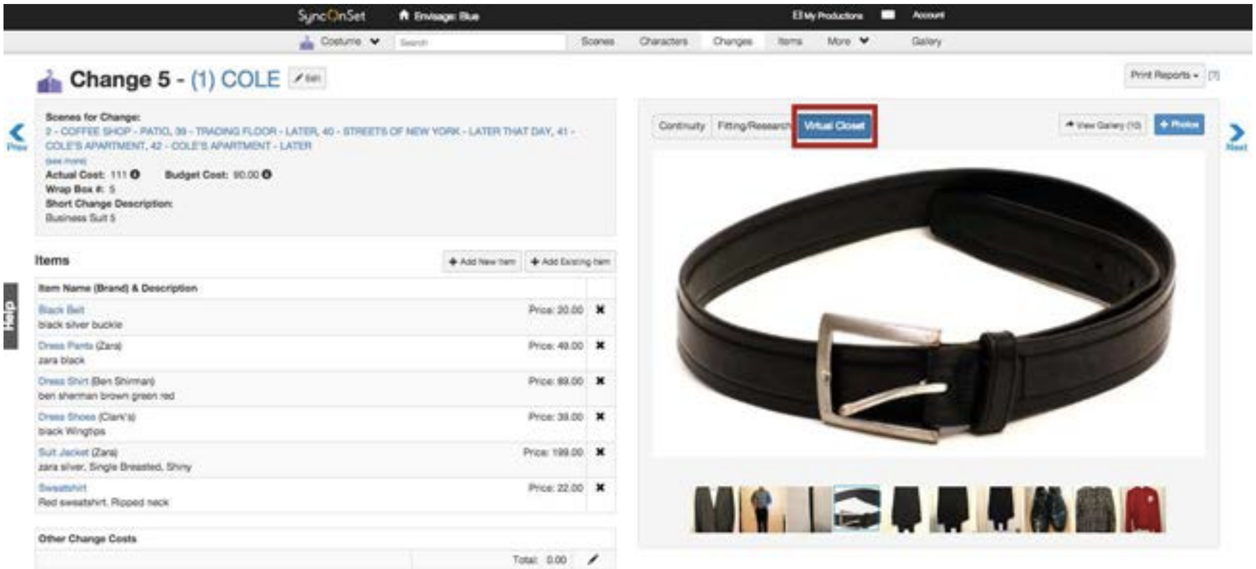
The Item Detail page allows you to track all the details about a specific item (garments, props, etc.): type, size, actual and estimated price, purchase type, purchase source, quantity, SKU number and description.



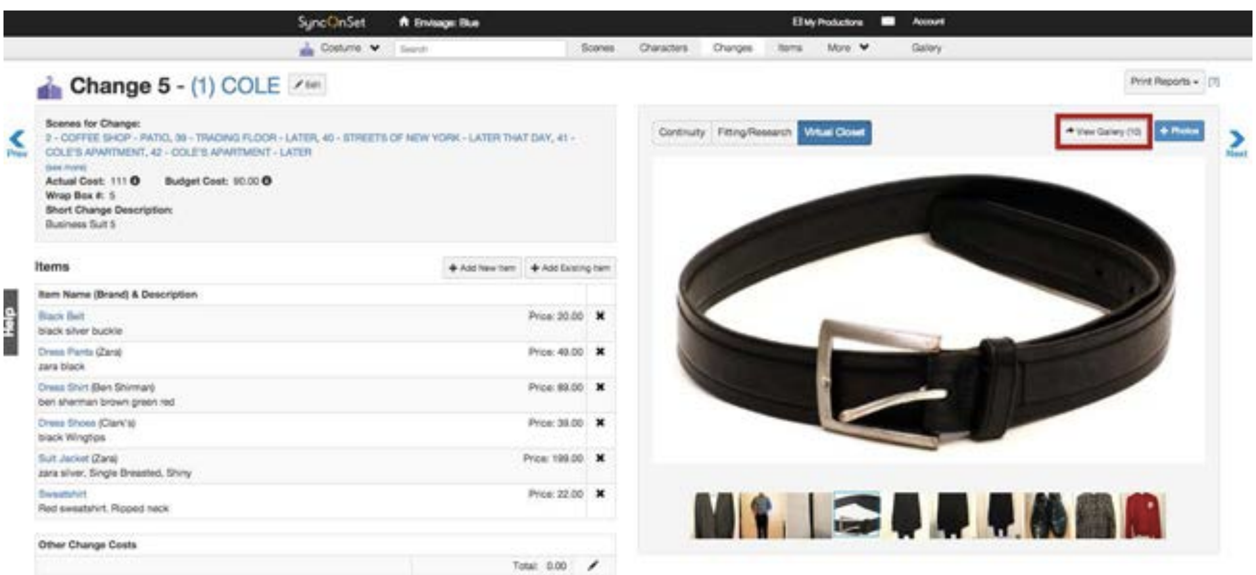
There is a dedicated item photo gallery that allows you to store photos of items, item labels, or barcodes.

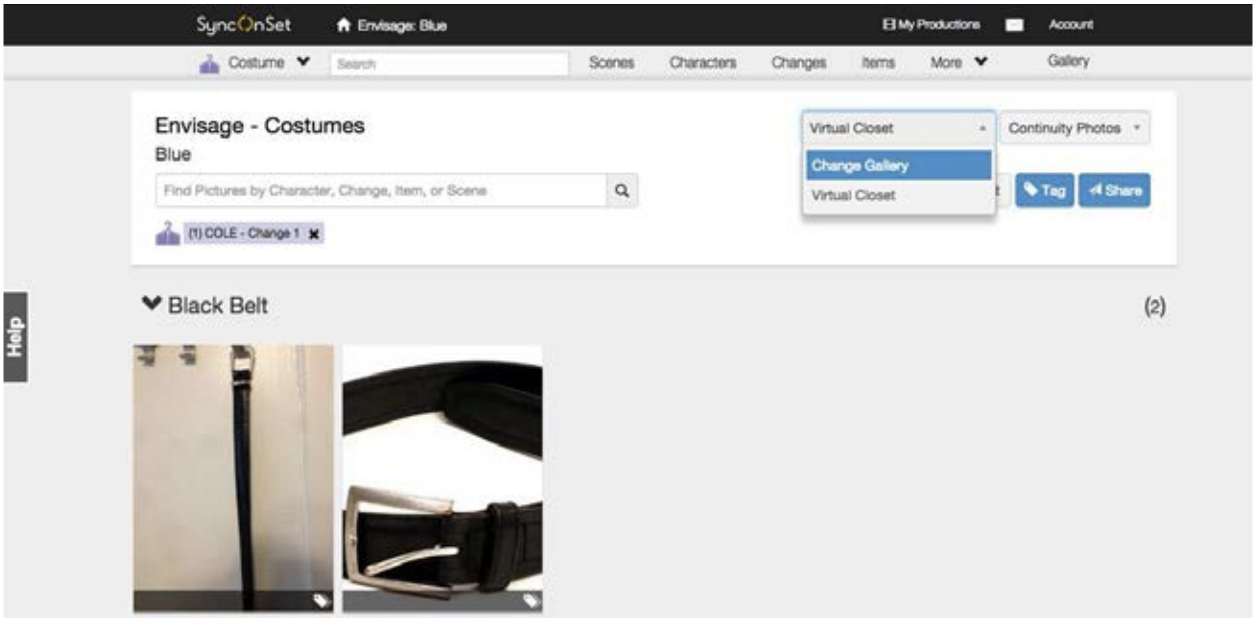
Virtual Closet [Items]

Once Items have been added to a Change and photos have been tagged to that Item, all photos of Items in that specific Change will be housed in a Virtual Closet. The Virtual Closet is accessible from the Change Detail Page



By clicking on "View Gallery", you will be able to view and print all photos of Items in that specific Change

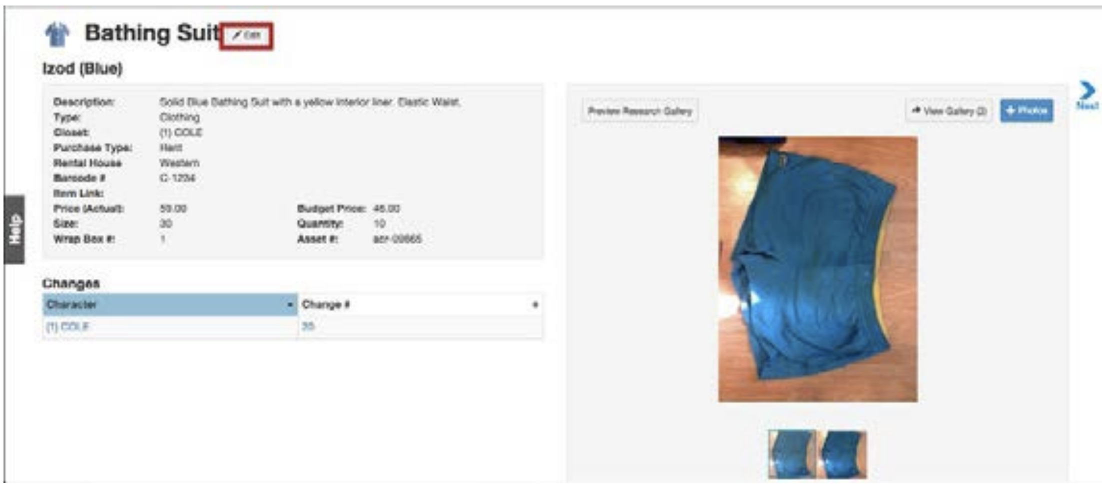



SyncOnSet
Envisage: Blue
My Productions
Account
Costume
Search
Scenes
Characters
Changes
Items
More
Gallery
Envisage - Costumes
Blue
Find Pictures by Character, Change, Item, or Scene
(1) COLE - Change 1
Virtual Closet
Continuity Photos
Change Gallery
Virtual Closet
Tag
Share
Help
Black Belt
(2)

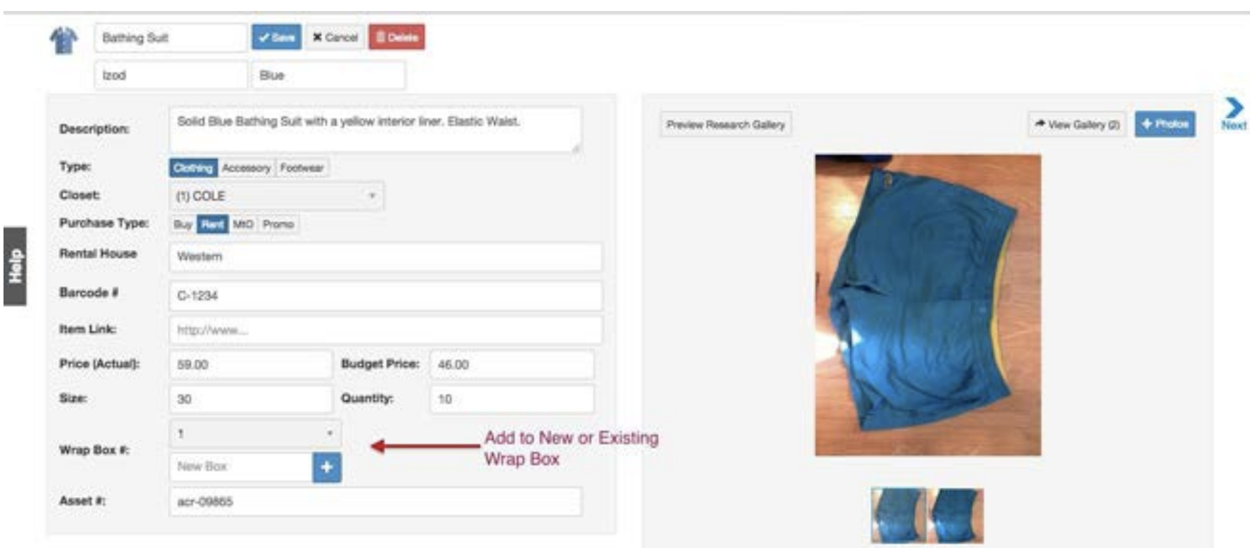
Wrap Boxes

Sync OnSet allows you to easily track items during the wrap process. You can assign each Change to a wrap box as well as individual Items. We also provide convenient wrap box labels you can print from the Reports section (See Section 12 in this manual).

1. **Adding a Change to a wrap box:** On the Change Detail page click "Edit". Enter the wrap box # for the change and click "Save".



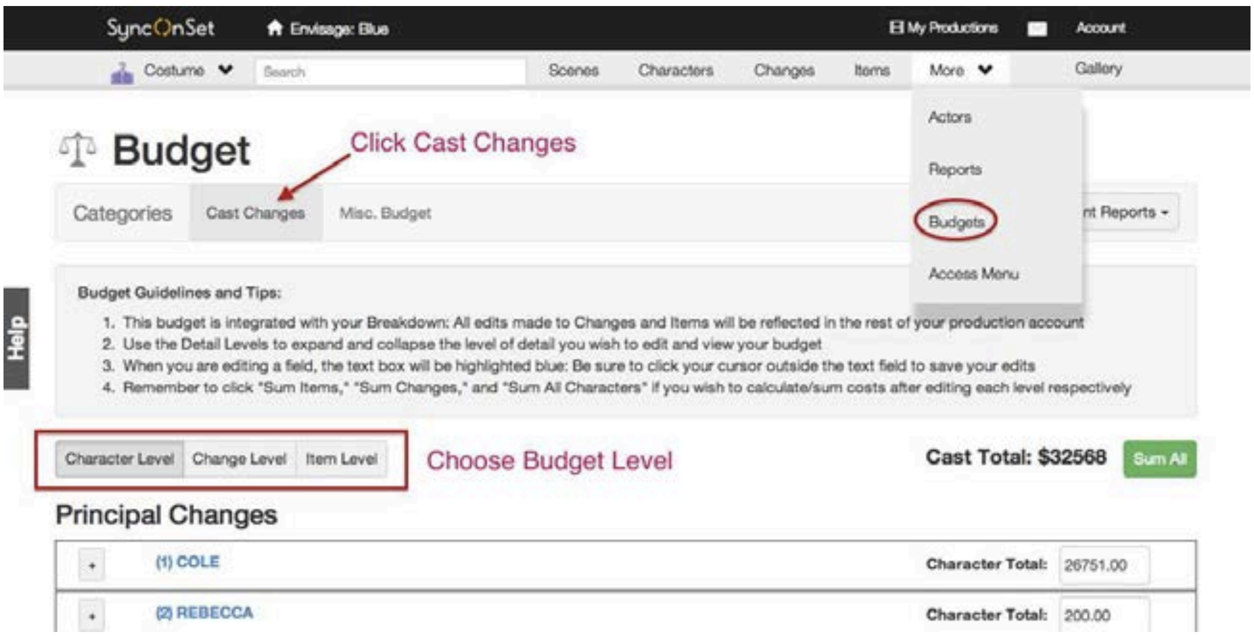
2. **Adding an Item to a wrap box:** On the Item Detail Page click "Edit". Enter the wrap box # for the change and click "Save". You can also add the wrap box # when you create the Item in the Change details page.



Budgeting

Sync OnSet offers intuitive budgeting features that are integrated with your script breakdown and planned Changes. Character Changes and Items that you add to the budget will be reflected in the breakdown for your whole project.

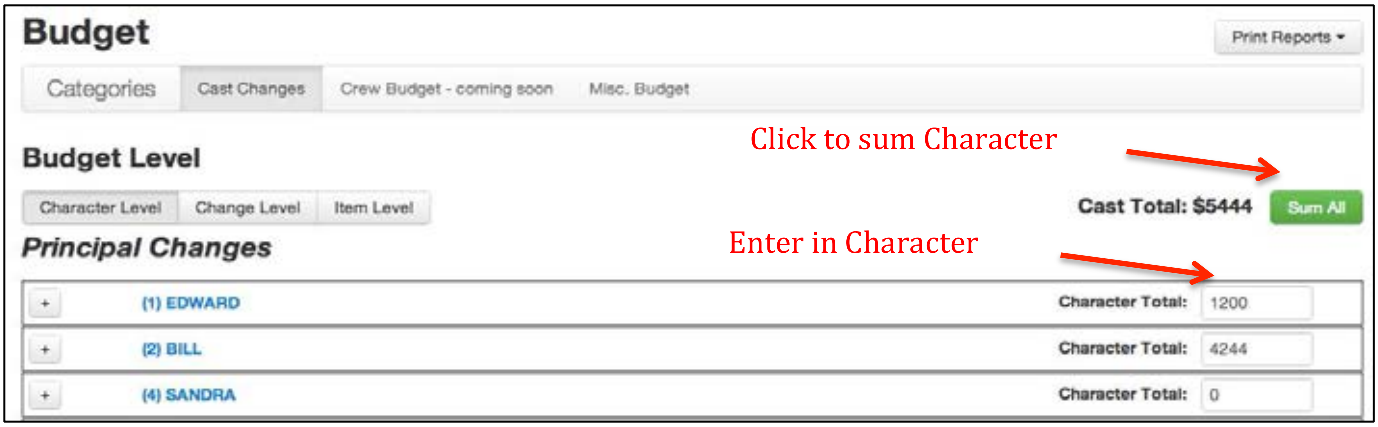
Cast Changes
We've provided three levels for budget cast changes: Character level, Change level and Item level. You can toggle between these modes under "Budget Level" (in red box below)



1. Character level.
The Character Level budget allows you to budget at a high level for just characters, without specifying budgets for changes or specific items. To enter a total Character budget, type the budget amount in the empty text box “Character Total:”.

After entering in all the Character totals, click the 

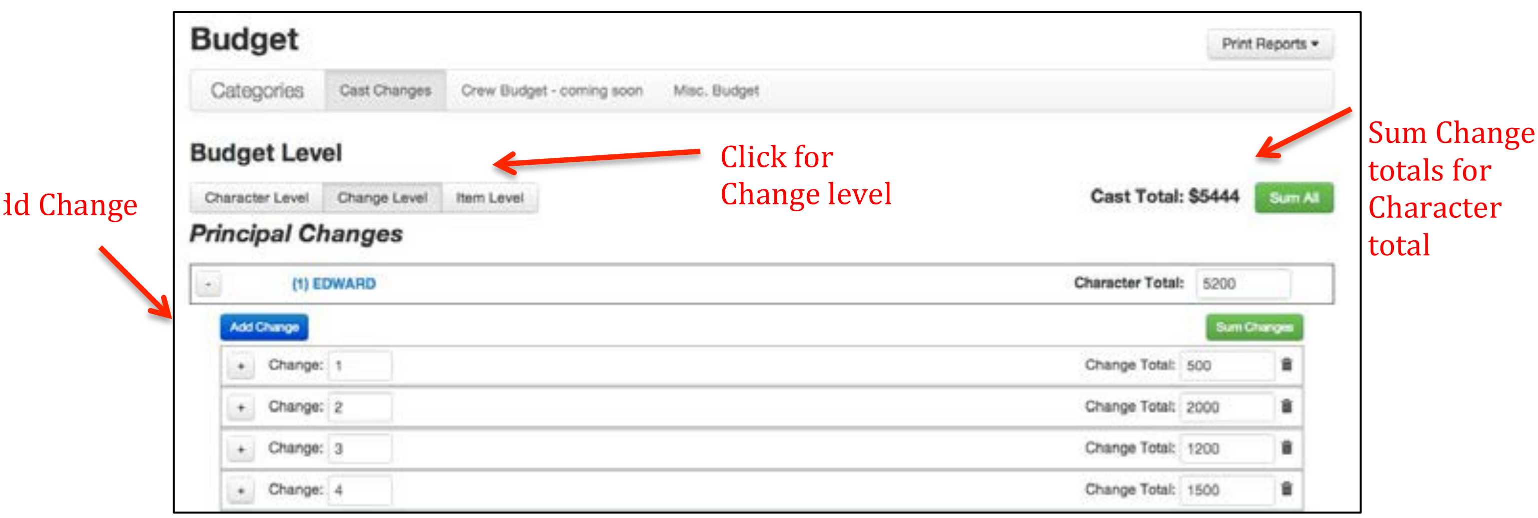
(“Sum All”) button in the upper right corner to sum all the character totals. Note: You must click “Sum All” any time you revise a Character total.



2. Change Level
Change level budgeting allows you budget out the cost of each Change for a Character. If you have already added in Changes to your breakdown (See section 6 “Adding Changes”), you will see the Changes listed under the Character. You can also add Changes from the budgeting page by clicking the blue “Add Change” button.

Clicking 

(“Sum Changes”) button will sum all the Change totals for the Character total.



Note: Remember to also click "Sum All" to have the revised Character total be reflected in the Cast Total.

3. Item Level

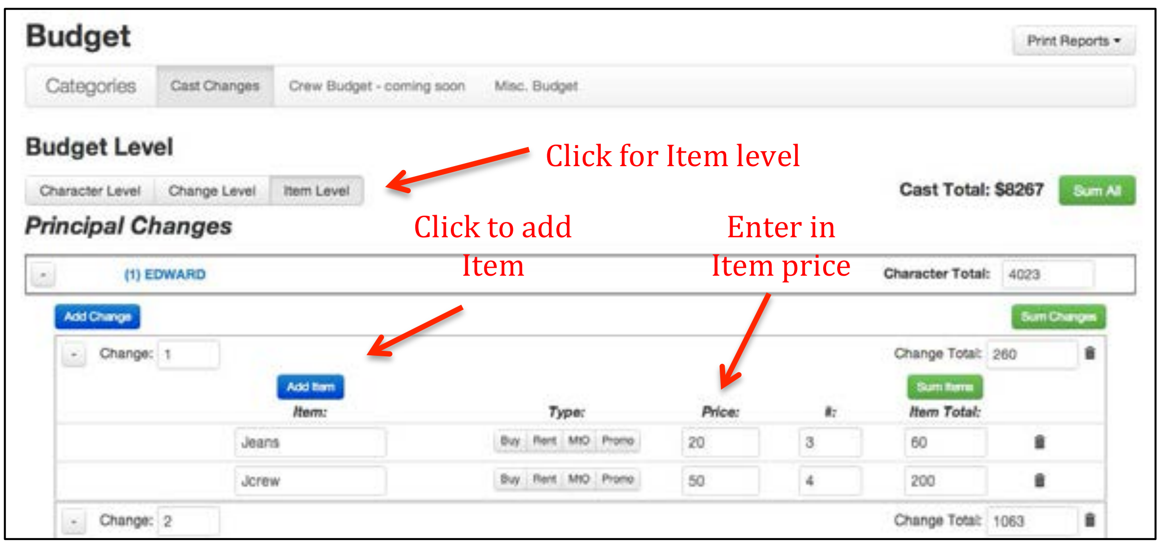
Item level budgeting allows you to budget out the cost of each Item in a Change. If you have already added Items to Changes you will see the Items listed under the Changes. You can also add Items from the budgeting page by clicking the blue "Add Item" button.

When adding an Item from the budgeting page, you can enter in: name, type, price and quantity.

Clicking 

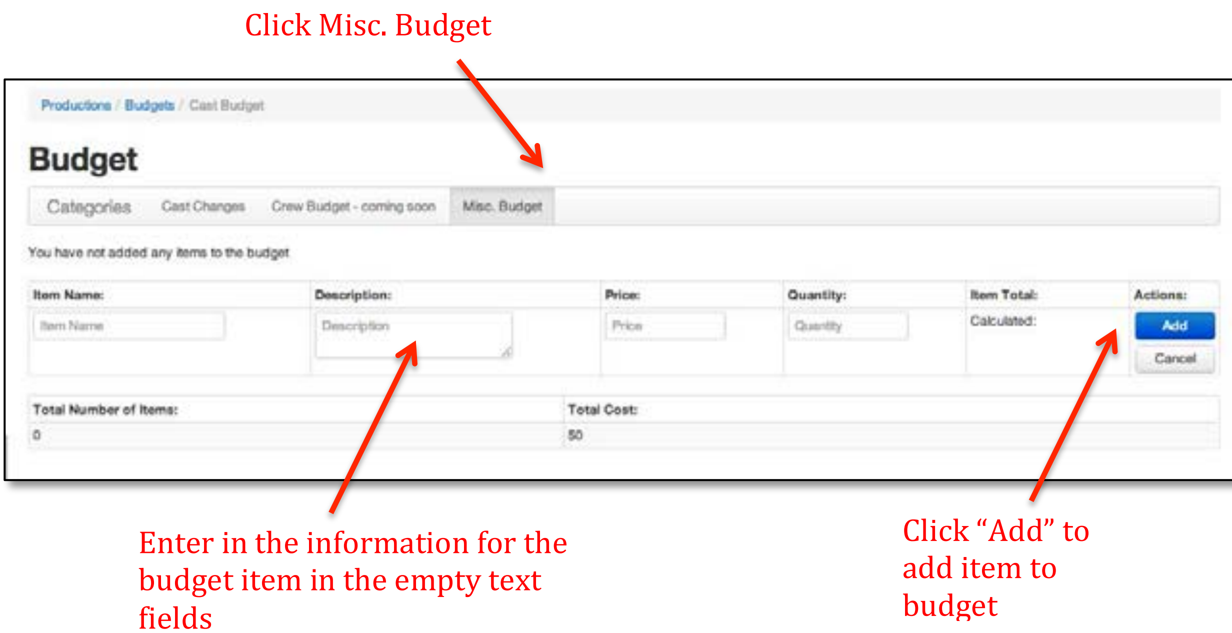
("Sum Items") will sum all the Item totals for the Change. If you have not budgeted out each Item or have only partially budgeted out the Items, you may not want to click "Sum Items" and just type the budgeted amount in the Character Total text field.

Note: Remember to also click "Sum Changes" and "Sum All" to have the revised Item prices be reflected in the Character Total and the Cast Total.



Misc. Budget

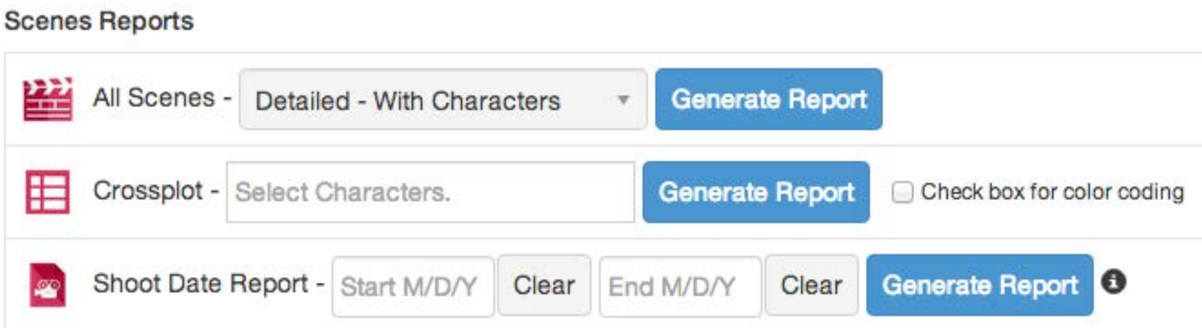
Miscellaneous Budget allows you to budget any additional costs for your department that are not tied to a specific character.



Costume Reports Overview

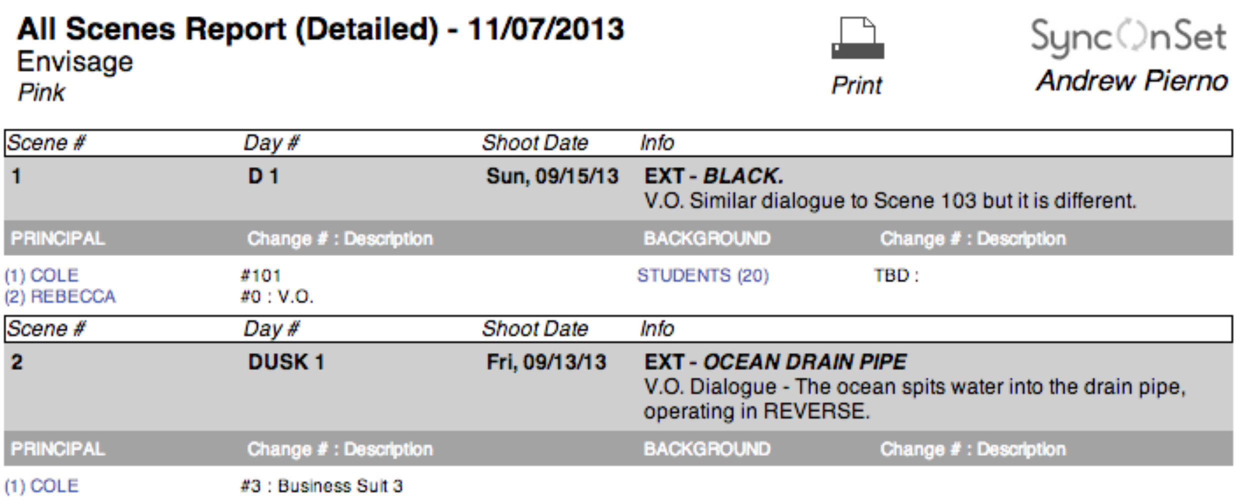
From the Costume Home page, select **Reports** to see a range of different reports: Scenes, Cast/Actor, Change, Items/Asset, Budgeting and Wrap Reports. The following pages describes each type of report:

Scenes Reports



a. All Scenes Report

A breakdown of every scene. You can choose to print a detailed report with characters or an outline without characters.


All Scenes Report (Detailed) - 11/07/2013
Envisage
Pink

Print

SyncOnSet
Andrew Pierno

Scene #	*Day #*	*Shoot Date*	*Info*	
1	**D 1**	**Sun, 09/15/13**	**EXT - *BLACK.*** V.O. Similar dialogue to Scene 103 but it is different.	
PRINCIPAL	Change # : Description		BACKGROUND	Change # : Description
(1) COLE (2) REBECCA	#101 #0 : V.O.		STUDENTS (20)	TBD :

Scene #	*Day #*	*Shoot Date*	*Info*	
2	**DUSK 1**	**Fri, 09/13/13**	**EXT - *OCEAN DRAIN PIPE*** V.O. Dialogue - The ocean spits water into the drain pipe, operating in REVERSE.	
PRINCIPAL	Change # : Description		BACKGROUND	Change # : Description
(1) COLE	#3 : Business Suit 3			

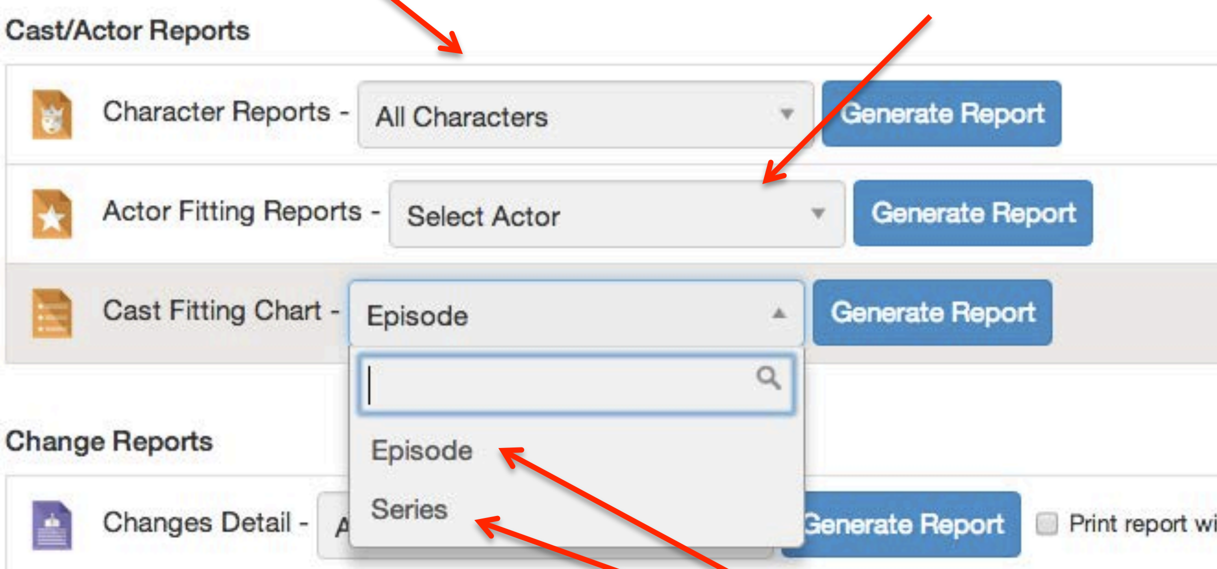
a. Shoot Date Report

This reports is the same as the All Scenes, but will filter and include only the scenes being shot on the days specified. Enter a start and end date to set the range for the Shoot Date Report.

Cast/Actor Report

Choose from drop-down menu to print all Characters or just one

Choose from drop-down menu to select Actor



Choose Cast Fitting Chart by Episode or by Series (For Episodics)

a. Cast List

All Characters List - 11/07/2013
Envisage
Pink

Print

SyncOnSet
Andrew Piemo

Principal Characters

Cast #	Character Name	Actor	M/F	Description
1	COLE	Andrew Piemo	M	
2	REBECCA	Lilian Grey	F	
3	AIDEN	John Watson	M	
4	VOSSLER	Ken Goulding	M	
5	LILAH	Shana Malinowski	F	
6	HOSTAL WORKER	Jim Stevens	M	
7	BOUNCER	Mark Hannah	M	
8	JESSICA	Jane Swiss	F	
9	MELINDA	Belinda Jones	F	
10	GIRL	Melissa Shrouder	F	Outside nightclub in line
12	EZRA	Melanie Hopkins	F	

-------------Page Break-------------

Background Characters

Name	Count	Description
BAR GIRLS	2	At the bar with AIDEN and COLE.
EXT. NIGHTCLUB PEOPLE IN LINE	20	Dressed up to get into the club. They wait in the line outside
FAMILY OF BEGGARS	4	Hispanic mother and 3 kids.
HOSTAL PATRONS	15	Young international group
INT. NIGHTCLUB PEOPLE	40	Dancing, Talking, Drinking.
OFFICE WORKERS IN LOBBY	5	Business attire walking through lobby.
STUDENTS	20	
TRADING FLOOR WORKERS	15	Other Stockbrokers and Administrative Assistants.

b. Actor Fitting

Actor Fitting Report - 11/07/2013
Envisage
Pink

Print

SyncOnSet
Andrew Pierno



Name:	Andrew Pierno
Roles:	(1) COLE
Phone 1:	424 222 0977
Phone 2:	310 489 7876
Email 1:	pierno@synconset.com
Email 2:	Pierno@Wymsee.com

Height:	5'11"	Weight:	160
Fitting Date/Time:		9/4/2013	
Chest:	40	Bust:	
Shirt:	Medium	Blouse/Top:	
Waist:	31	Hip:	
Inseam:	30	Pant:	31
Dress:		Skirt:	
Suit:	40 R	Shoe:	11
Hat:	7 3/8	Glove:	10
Hair Color:	Blonde	Eye Color:	Hazel
Skin Tone:	Light	Ears Pierced:	Yes

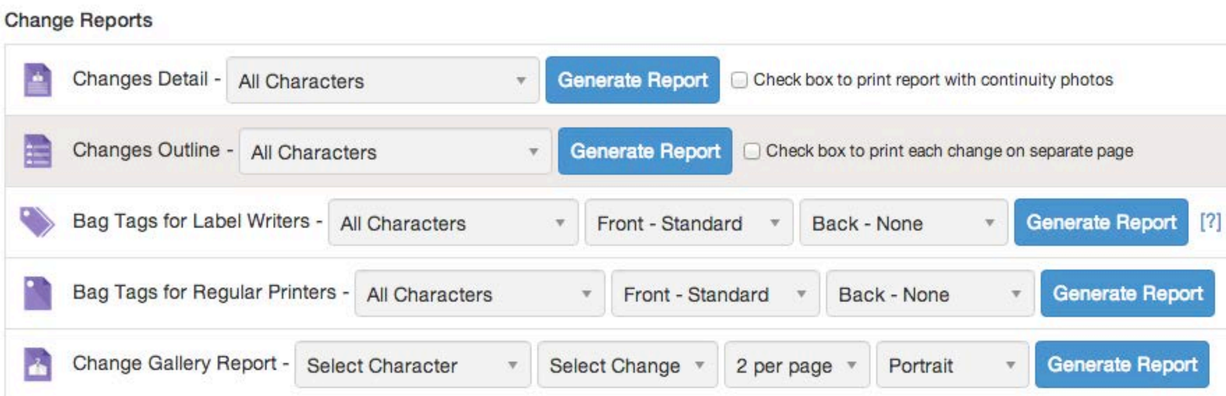
Actor & Costume Notes:

Always comes to set wearing a Toupe

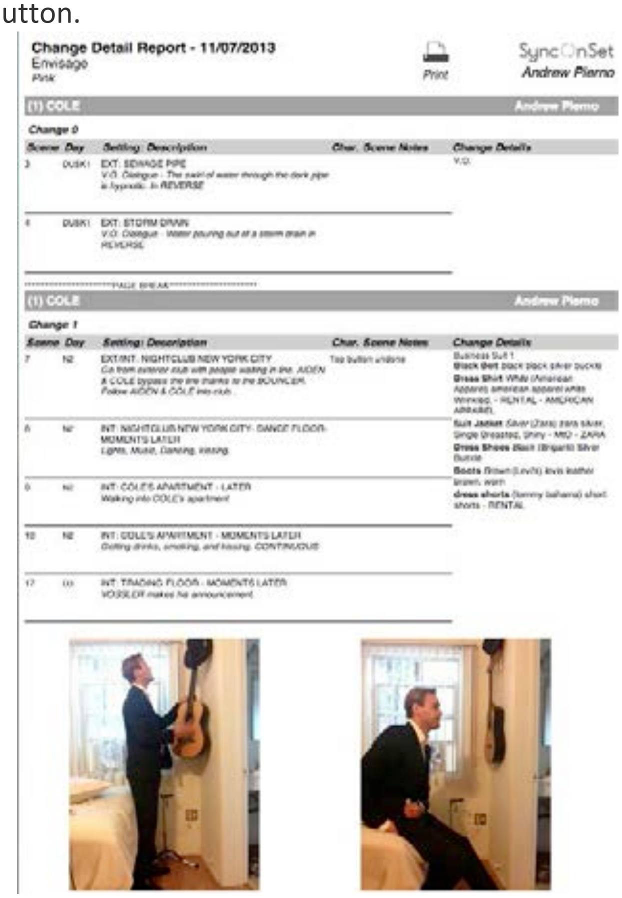
Prefers Slim fit suit jackets

Change Reports

There are 5 different types of Change reports: Change Detail, Change Outline, Bag tags for Label Writer Printers, Bag Tags for Regular Printers, and Change Gallery Reports. For each report there are drop-down menus and/or check boxes to select different settings. After choosing the setting click "Generate Report.



a. **Change Detail** (print by Character or All): A list of scenes associated with each change on the left, items in change on the right. This report will print out one change on each page. To print the report with photos, check the checkbox next to the "Generate Report" button.



b. **Change Outline** (Print by Character or All): A summary of scenes associated with each character change and scene wear notes

Changes Outline Report - 11/07/2013
Envisage
Pink

Print

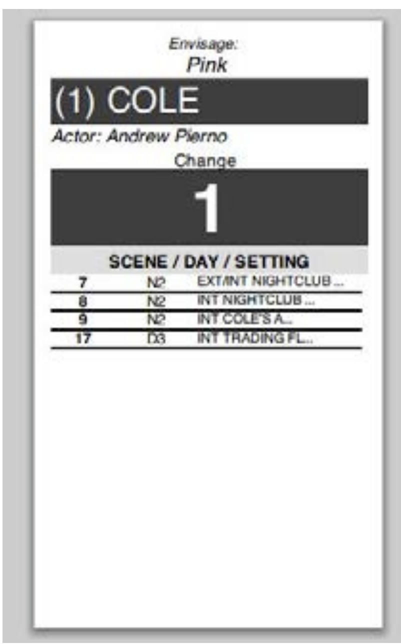
SyncOnSet
Andrew Pierno

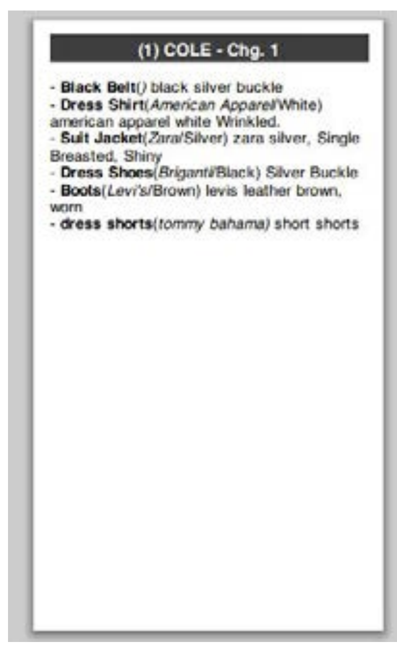
(1) COLE **Andrew Pierno**

Change 0 ***Short Change Desc:*** *V.O.*

Scene	Day #	Shoot Date	Setting/Location/Notes	Character Scene Notes
3	DUSK1	09/19/2013	EXT - SEWAGE PIPE *V.O. Dialogue - The swirl of water through the dark pipe is hypnotic. In REVERSE*	
4	DUSK1	09/10/2013	EXT - STORM DRAIN *V.O. Dialogue - Water pouring out of a storm drain in REVERSE*	

c. **Bag Tags for Label Writer Printers:** This prints out bag tag labels with Label Writers such as DYMO Label Writer. To print item labels for each change check the checkbox to the far right. Bag tag labels can also be printed from Change Detail pages, and selecting the "Print Reports" drop down menu and selecting "Change Bag Tag" (You can also print Change Bag Tag w/ Items label, Change Gallery and Fitting Gallery from this drop-down). See next section for Dymo print instructions





d. **Changes Episodic** (For Episodics Only): This prints a Change Outline report for your entire Episodic Series (All Episodes) or you can choose a range between 2 different episodes

Episodic Change Report (Outline)
Gettin' Started
191 Test 107 Gold 107 Gold 107 Blue 107 Berry 106 Pink 105 Wrap Episode 103 Blue 102 Revised 104 102 101

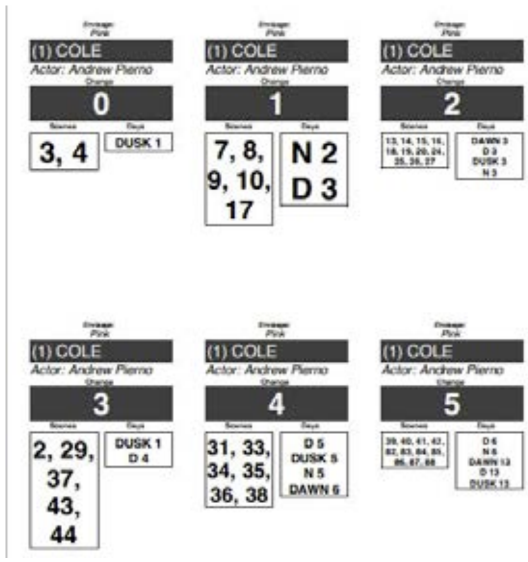
Print

Sync OnSet
Sarah Kurobe

(1) LIZ
Episode ***Change #*** ***Days*** ***Scenes*** ***Change Description***
105 Wrap Episode Change 1
105 Wrap Episode Change 2
102 Change 1
102 Change 2
102 Change 3 N1, D2 4, 6, 8, 16, 17, 22A, 24, 24B
102 Change 4 N2 30A
102 Change 5 D3 32

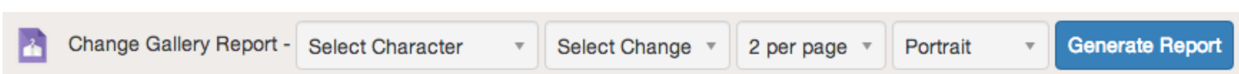
(1) DANIELLE
Episode ***Change #*** ***Days*** ***Scenes*** ***Change Description***
101 Change 1 D1 2, 2, 1A, 3, 4, 5, 7, 9, 10 Business casual
101 Change 2 D2 13, 17, 19, 23 PJs
101 Change 3 D3 25, 26, 27, 29, 30 Formal dress
101 Change 4 N3

e. **Bag Tags for Regular Printers:** This prints 6 bag tags on an 8.5''x11'' page (below left). The bag tags can then be cut out and pasted onto card stock labels. You also have the option of printing 1 bag tag on an 8.5"x11" page (below right)



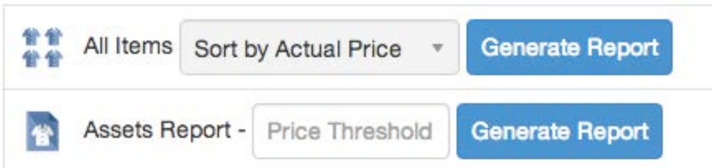
f. **Change Gallery Report**

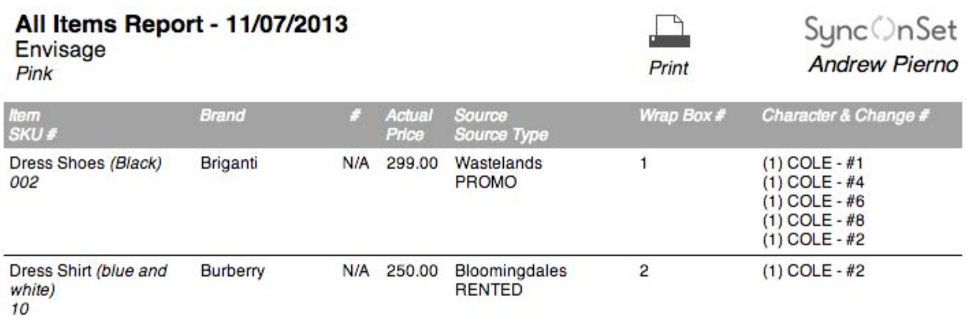
The Change Gallery Report prints the photos associated with a Change. We've provided multiple settings that allow you to print the photos in multiple ways. See the image below:



Items/Asset Reports

a. **All Items:** prints all items in production sorted by price, name or wrap box #
b. **Asset Report:** prints all items with a specified price threshold in the production sorted by price





All Items Report - 11/07/2013
Envisage
Pink

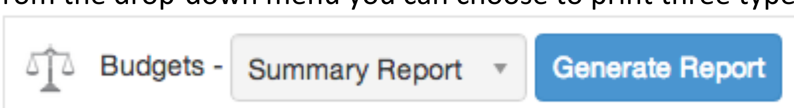
Print

SyncOnSet
Andrew Pierno

Item *SKU #*	*Brand*	*#*	*Actual Price*	*Source* *Source Type*	*Wrap Box #*	*Character & Change #*
Dress Shoes *(Black)* *002*	Briganti	N/A	299.00	Wastelands PROMO	1	(1) COLE - #1 (1) COLE - #4 (1) COLE - #6 (1) COLE - #8 (1) COLE - #2
Dress Shirt *(blue and white)* *10*	Burberry	N/A	250.00	Bloomingdales RENTED	2	(1) COLE - #2

Budgeting Reports

From the drop-down menu you can choose to print three types of Budget Reports:

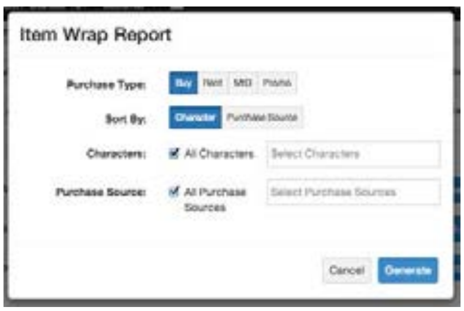


a. **Summary Report:** Prints the total costs for each character (sorted by character number)
b. **Change Report:** Prints the total costs for each character as well as the cost breakdown for each of the Character's Changes
c. **Items Report:** Prints the total cost for each character, a breakdown of the total cost for each Change as well as a breakdown of the individual item costs

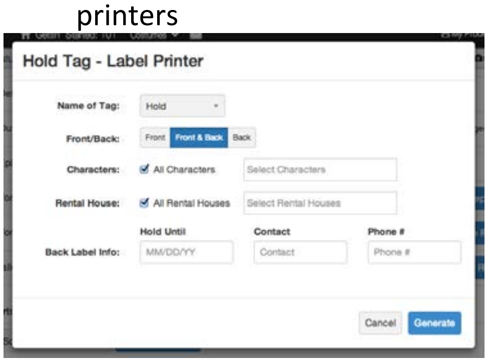
Wrap Reports



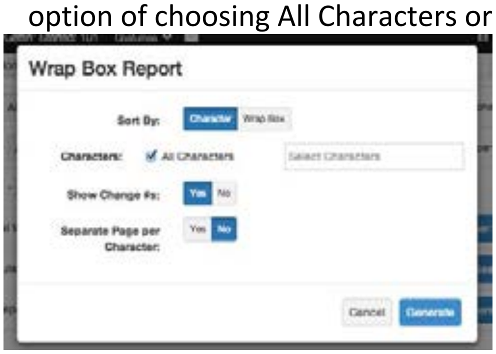
a. **Item Wrap Report:** You can filter out your Item Wrap Report by Purchase Type and sort by Character or Purchase Source. Also have the option of creating a report for all characters, selected characters, all purchase sources, or selected purchase sources.



b. **Hold Tags:** Create reports for hold tags for rental houses generated on DYMO printers



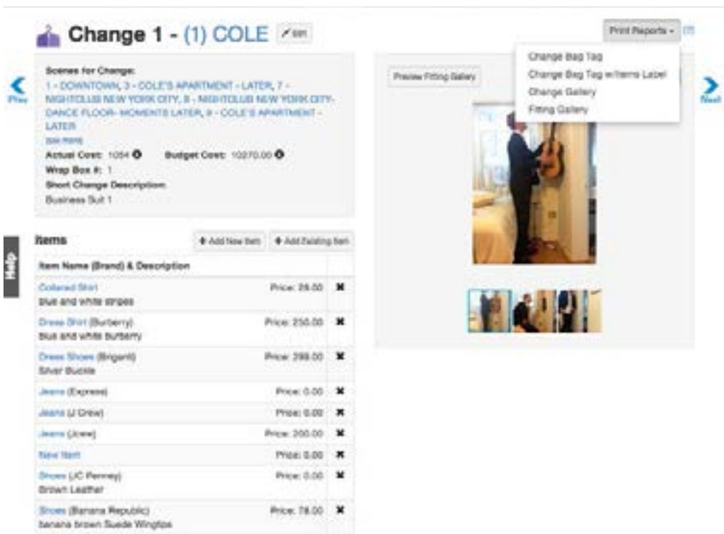
c. **Wrap Box Report:** You can assign Character Changes and specific Items to each Wrap Box. Once they are assigned, you can create a report of a list of everything in a particular Wrap Box or a list of which Wrap Box each Character's changes and items are assigned to. You can sort this report by Character or Wrap Box and have the option of choosing All Characters or select different characters.



Printing Bag Tags with a Dymo Printer

Bag tag labels can be printed from (1) the Reports or (2) specific Change pages. We recommend printing bag tags in Google Chrome.

From the Change page click the Print Reports drop down menu and select Change Bag Tag (See Image below)

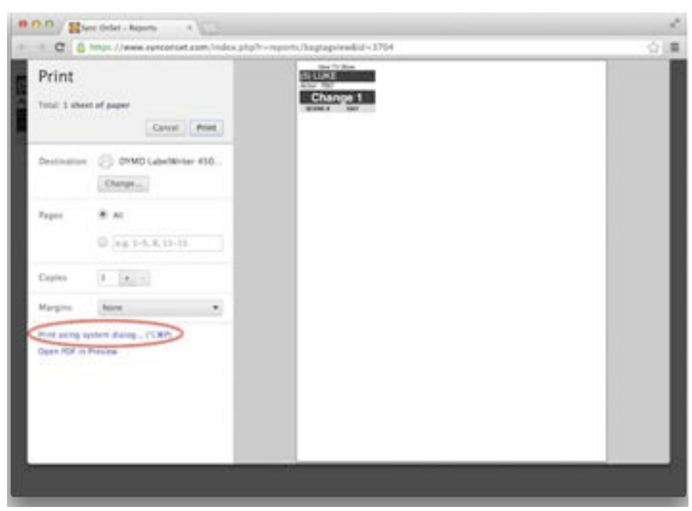


From the Reports section you will notice a section called **Bag Tags for Label Writer Printers** you can print bag tags for all the Characters or select an individual Character from the drop down. After choosing all characters or an individual character, click **Generate Report**.

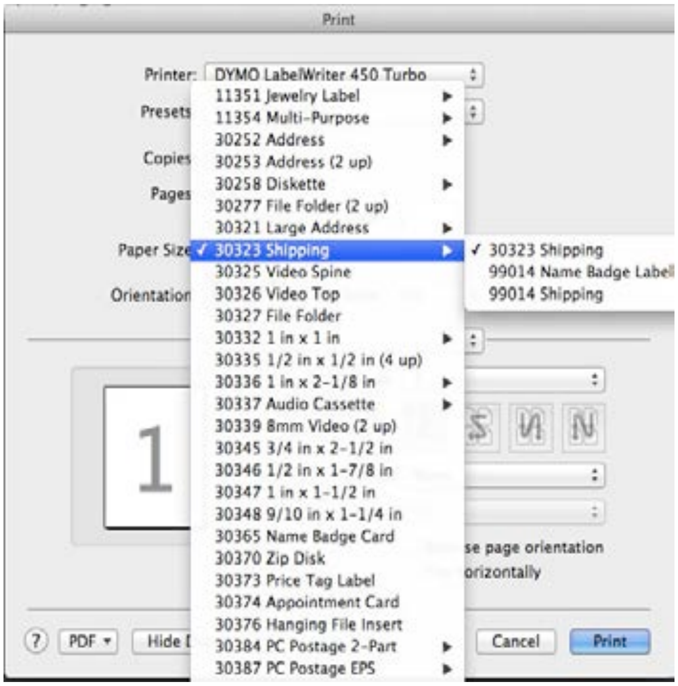
On the following pages, there are specific printing instructions depending on the browser you are using.

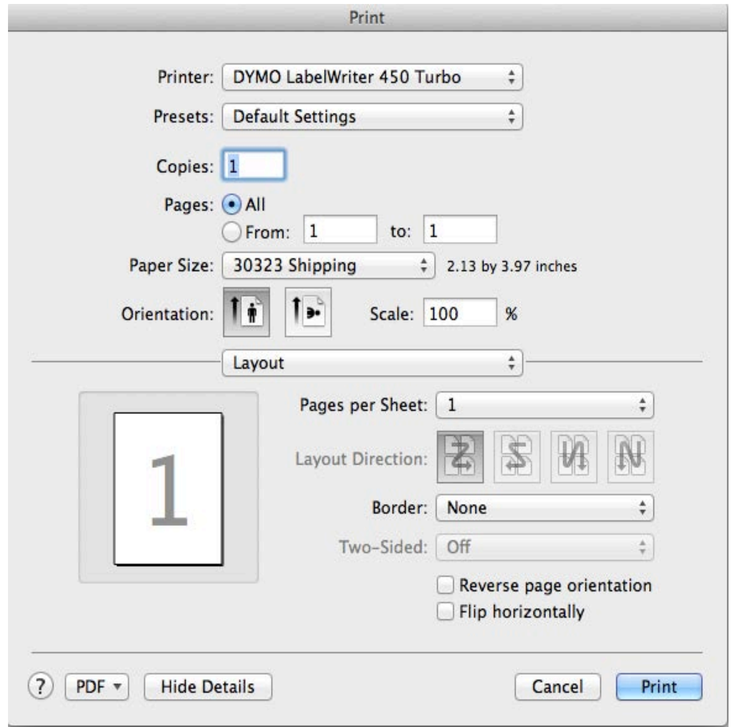
From Chrome Browser:

Choose **"Print Using System Dialog"**:



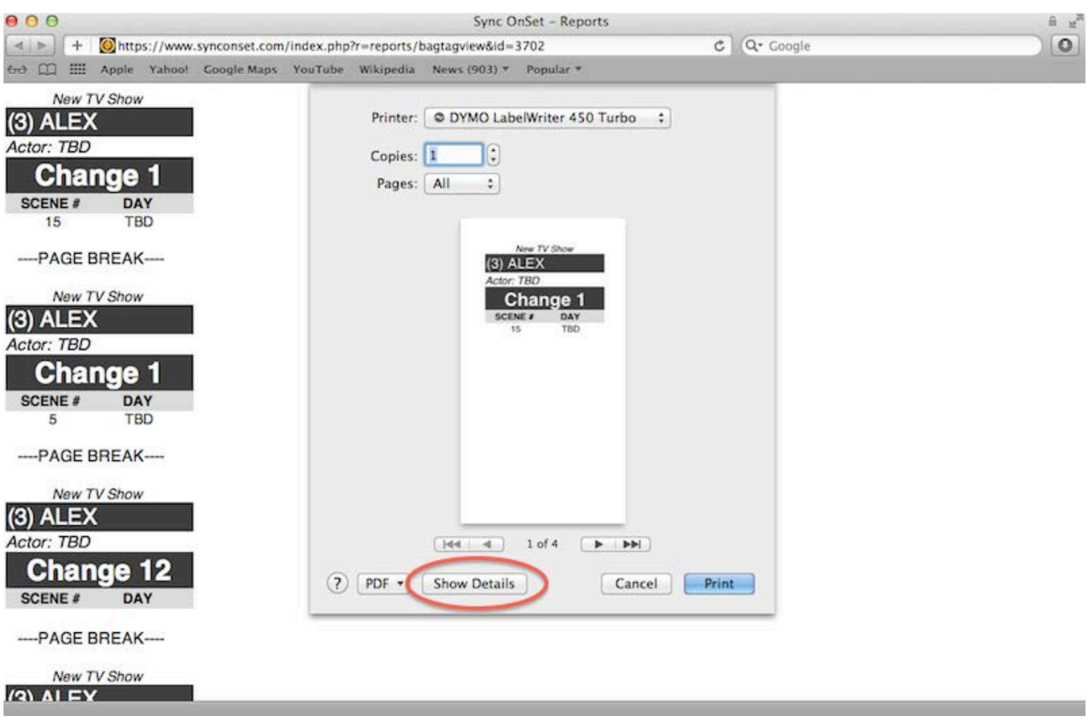
Select paper size 30323 shipping label and follow the settings shown below:



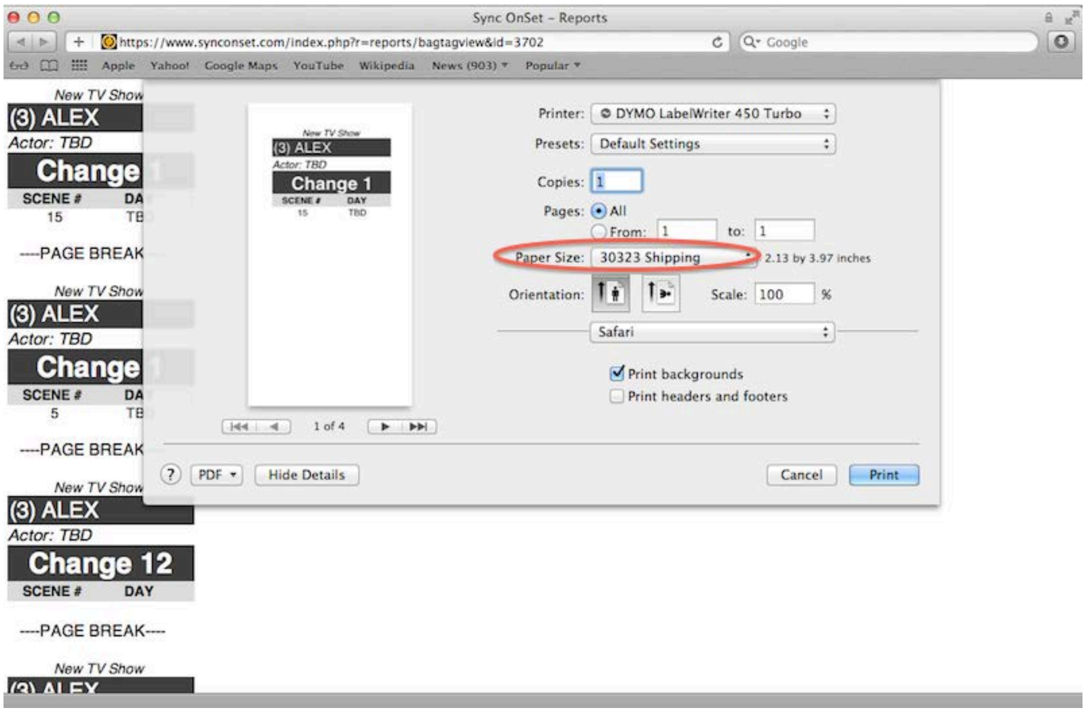


From Safari Browser:

Click **Show Details** in the printer dialogue:

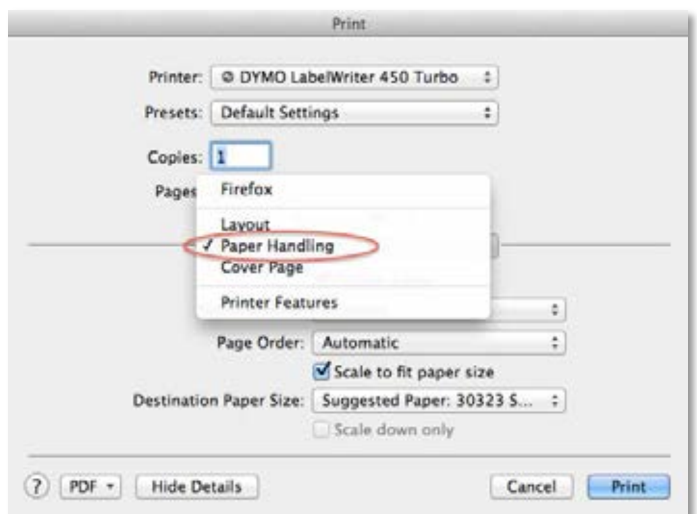


Select the paper size to **30323 Shipping** (2.13 by 3.97 inch label):



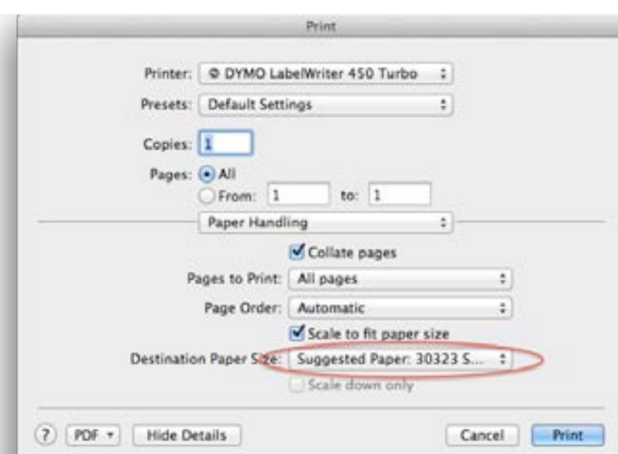
From Firefox Browser:

Select the desired Dymo printer and follow the settings below.

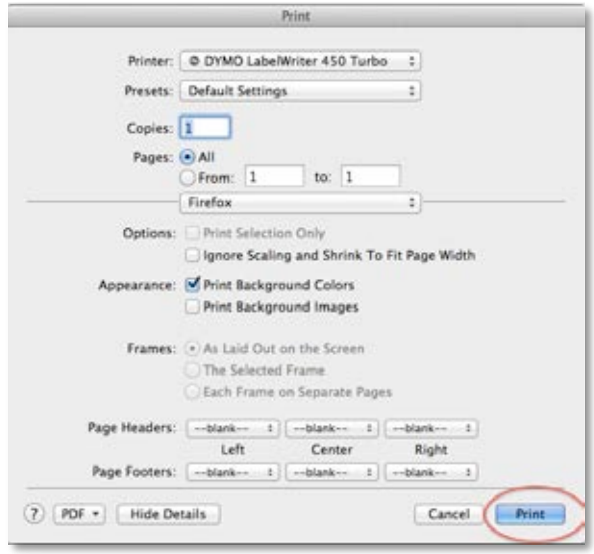


The correct paper size (**30323 Shipping)** should be selected by default. To double check, select "Paper Handling" (circled in red in image below).

Check that the paper size is **30323 Shipping** (see image below). If it is not, change it to the correct size.



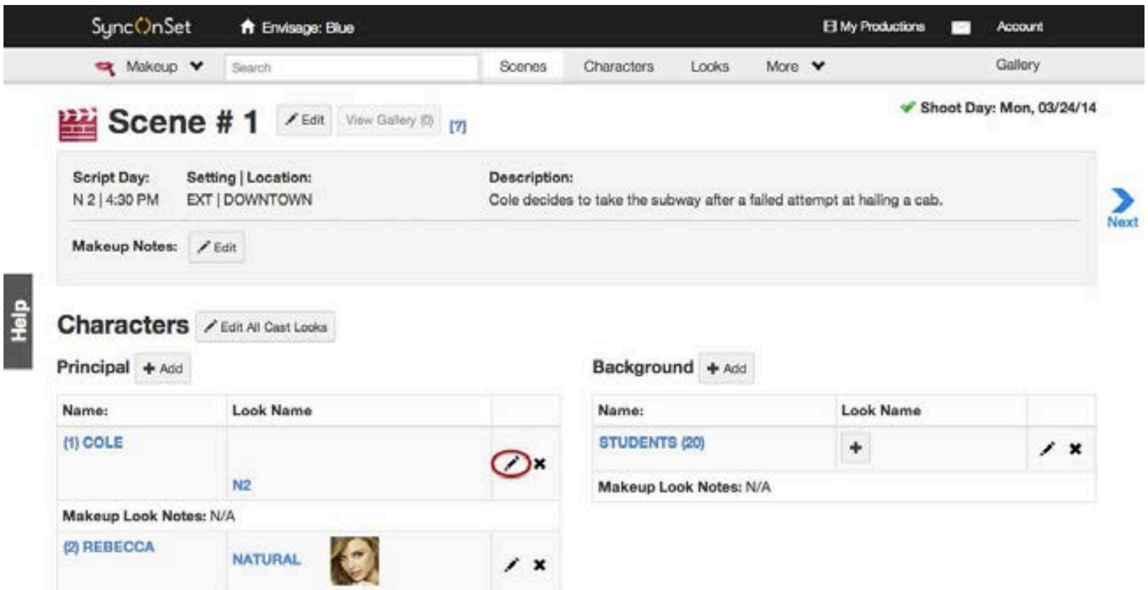
Make sure that the page headers and page footers are all set to “blank”. Once the settings are correct, click "Print" (See image below).



9. The Makeup Department

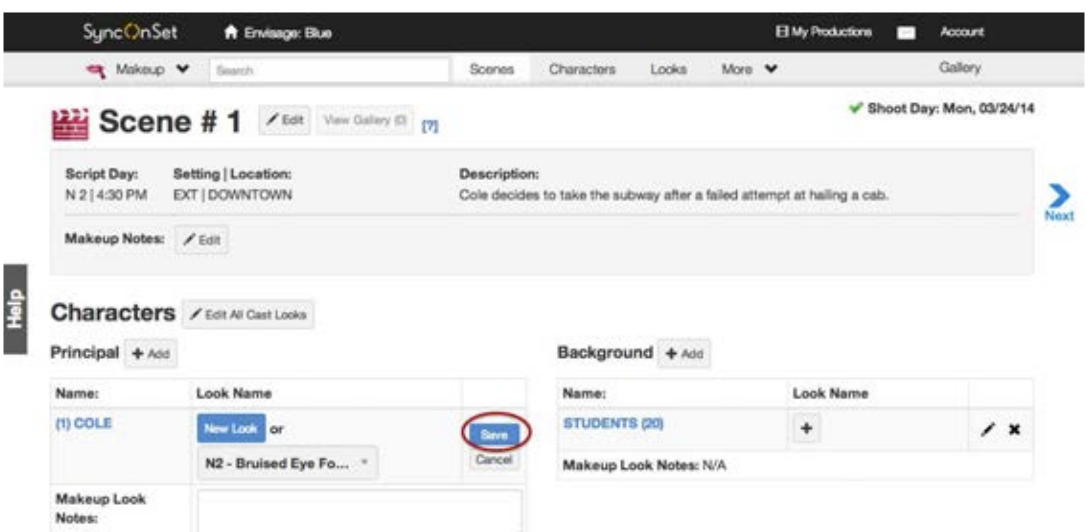
Methods for Adding Makeup Looks

With Sync OnSet, you can add Looks to Characters on different pages: (1) On the Scene Detail pages, you can add Looks to each character in a Scene as you navigate from Scene to Scene. (2) On a Character Detail page, you can add a Character to new Scenes, and add Looks across multiple Scenes.

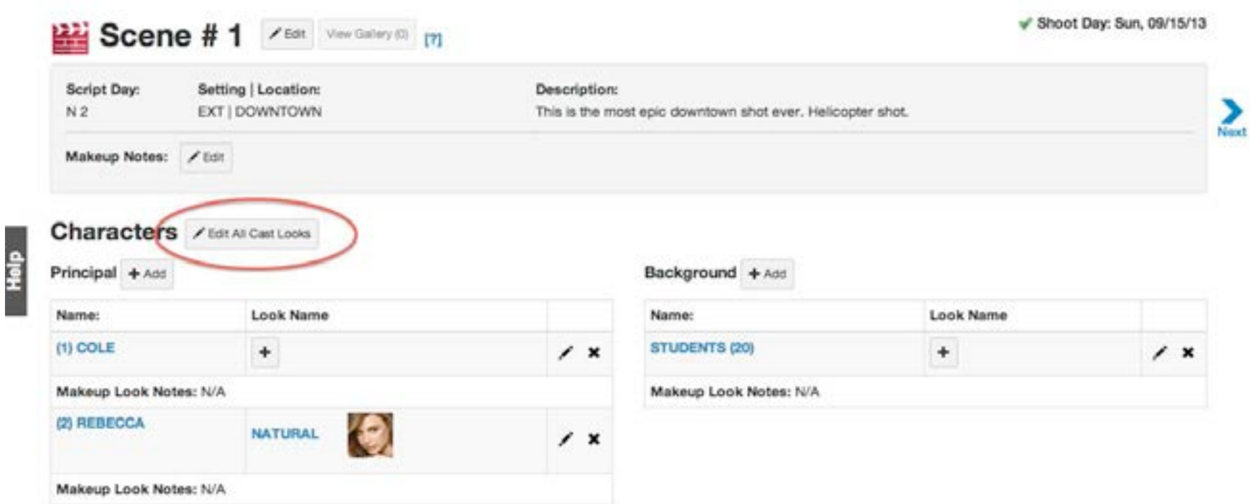


Adding Looks from the Scene Detail page:

1. Navigate to the Scene Detail page
2. Click the [pencil icon] next to the Character name to edit the Look they are assigned in the Scene
3. Click "Save" once finished editing

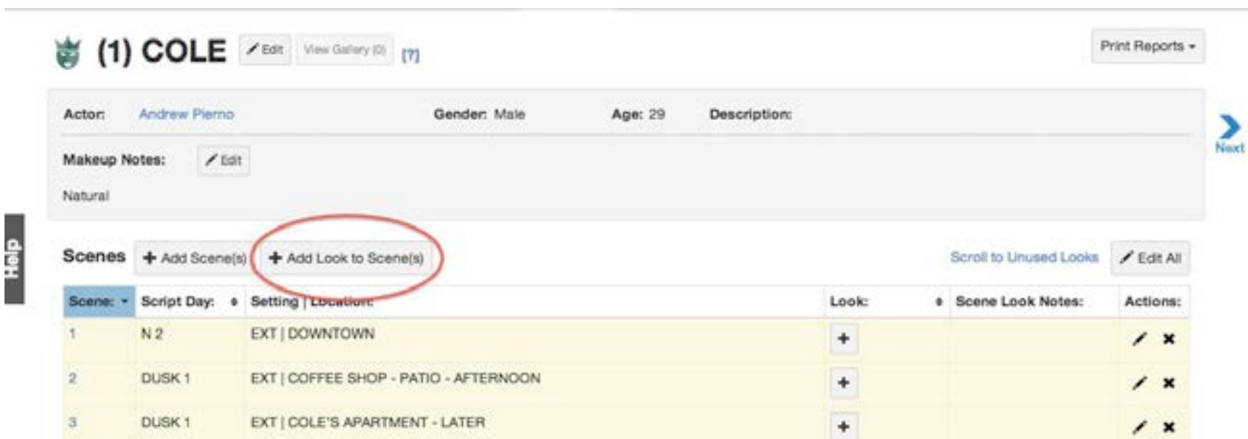


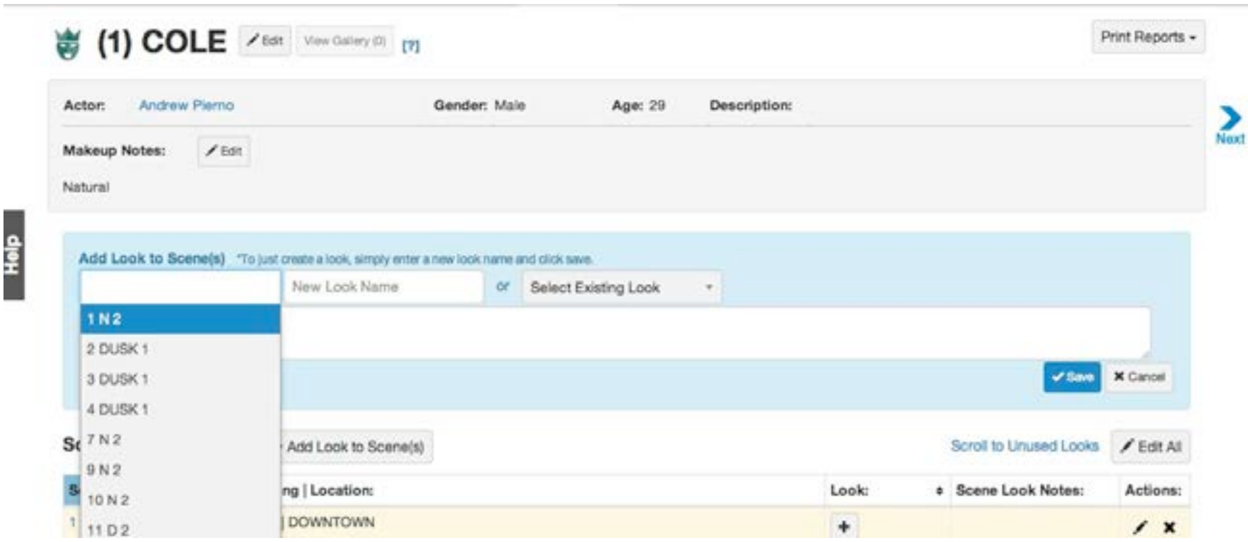
You can also select “Edit All Cast Looks” to make multiple updates quickly. Then Click “Save All” to make sure your changes are saved.



Adding Looks from the Character Detail page:

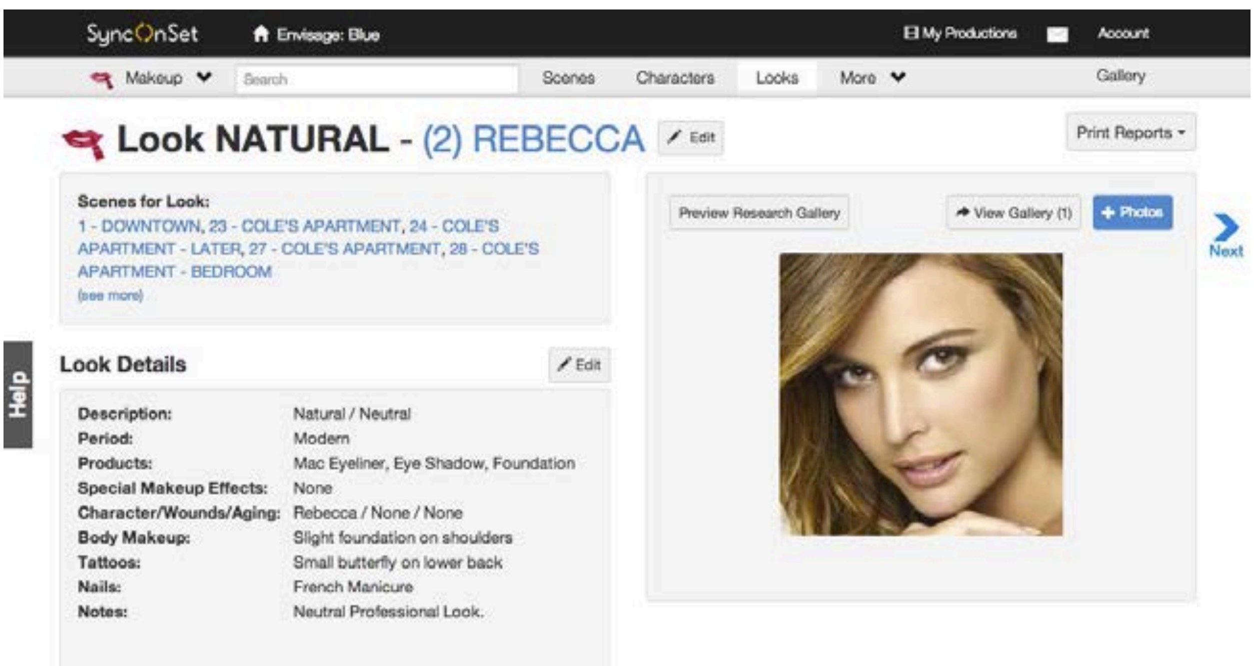
1. Navigate to the Character Detail page from within the Makeup Department
2. Click "Add Look to Scene(s)" button.
3. Choose all the Scenes you wish to add the Look to from the multi-select drop down menu (Circled in red in image below).
4. Add a new Look in the text field labeled "New Look #" or choose an existing Look from the drop down menu.
5. Click the "Save" button.





Look Detail Pages

Each Look # you create for a Character has a Look Detail page, where photos, descriptions and notes can be stored (it's a digital continuity book!). Below is an image of a Look Detail page with a key of what each part is.

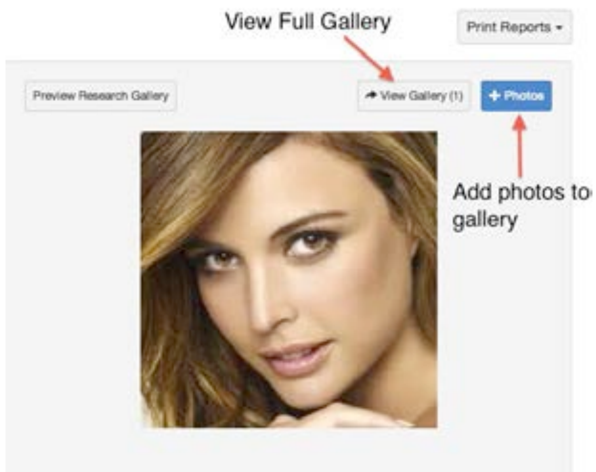


Look Photos

Each Look Detail Page has a dedicated photo album. (Note: Photos taken on Sync OnSet's mobile app are automatically uploaded to your online photo album when you Sync.)

To upload and view photos online, follow these steps (screenshots follow):

1. From the Look Detail Page, Click "+ Photos"
2. A pop-up will appear. You can either drag-and-drop pictures from an open folder onto this window pop-up, or select "+ Add files…"
3. Once you've added photos to this pop-up, select "Start Upload" to save them to your online photo album
4. Before you click "Start Upload", you can enter notes for each picture you're uploading.

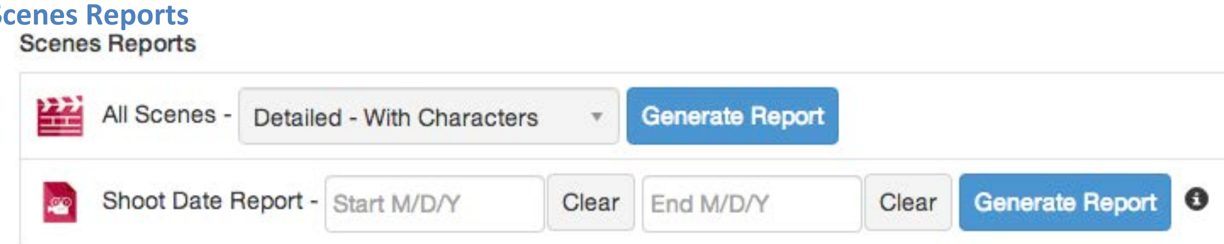


You can also upload photos at any time from the Department Photo gallery. How to do this is detailed in Section 4.

Makeup Reports

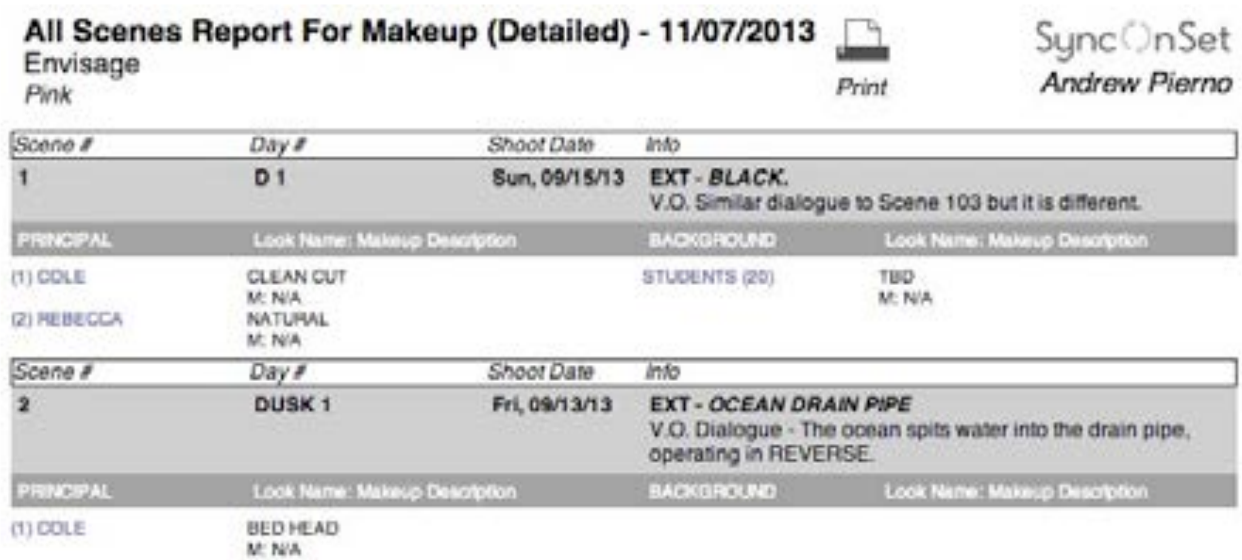
From the Makeup Department Home page or Makeup Department Nav Bar, select **Reports** to view a range of different printable reports: Scenes, Cast List, Actor Notes, Look Reports, and Look Gallery Photo Reports.

Scenes Reports



All Scenes Report

A breakdown of every scene. You can choose to print a detailed report with Characters & Look #s or an outline without Characters.



All Scenes Report For Makeup (Detailed) - 11/07/2013

Envisage

Pink

Print

Sync OnSet

Andrew Pierno

Scene #	Day #	Shoot Date	Info
1	D 1	Sun, 09/15/13	EXT - BLACK. V.O. Similar dialogue to Scene 103 but it is different.

PRINCIPAL	Look Name: Makeup Description	BACKGROUND	Look Name: Makeup Description
(1) COLE	CLEAN CUT M: N/A	STUDENTS (20)	TBD M: N/A
(2) REBECCA	NATURAL M: N/A		

Scene #	Day #	Shoot Date	Info
2	DUSK 1	Fri, 09/13/13	EXT - OCEAN DRAIN PIPE V.O. Dialogue - The ocean spits water into the drain pipe, operating in REVERSE.

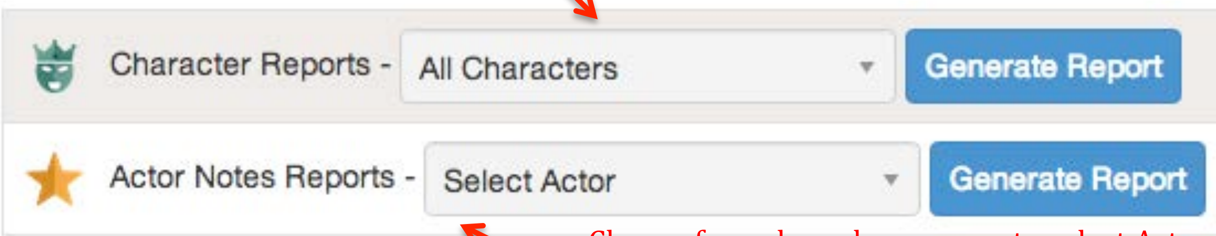
PRINCIPAL	Look Name: Makeup Description	BACKGROUND	Look Name: Makeup Description
(1) COLE	BED HEAD M: N/A		

Shoot Date Report

This reports is the same as the All Scenes, but will filter and include only the scenes being shot on the days specified. Enter a start and end date to set the range for the Shoot Date Report.

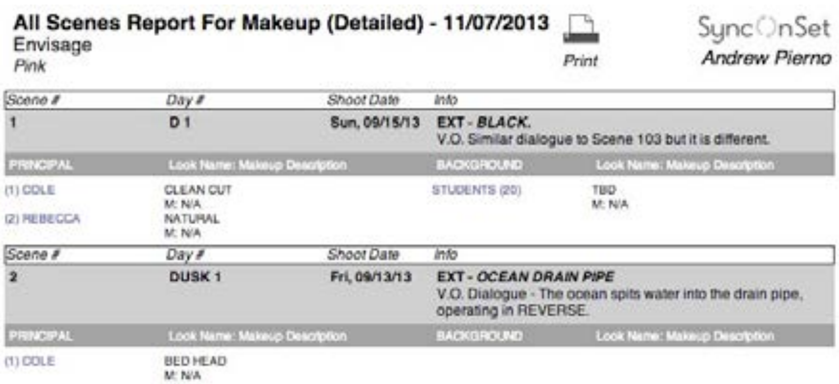
Cast/Actor Reports

Choose from drop-down menu to print all Characters or just one



Choose from drop-down menu to select Actor

a. Cast List



All Scenes Report For Makeup (Detailed) - 11/07/2013
Envisage
Pink

Print

SyncOnSet
Andrew Pierno

Scene #	Day #	Shoot Date	Info
1	D 1	Sun, 09/15/13	EXT - *BLACK.* V.O. Similar dialogue to Scene 103 but it is different.

PRINCIPAL	Look Name: Makeup Description	BACKGROUND	Look Name: Makeup Description
(1) COLE	CLEAN CUT M: N/A	STUDENTS (20)	TBD M: N/A
(2) REBECCA	NATURAL M: N/A		

Scene #	Day #	Shoot Date	Info
2	DUSK 1	Fri, 09/13/13	EXT - *OCEAN DRAIN PIPE* V.O. Dialogue - The ocean spits water into the drain pipe, operating in REVERSE.

PRINCIPAL	Look Name: Makeup Description	BACKGROUND	Look Name: Makeup Description
(1) COLE	BED HEAD M: N/A		

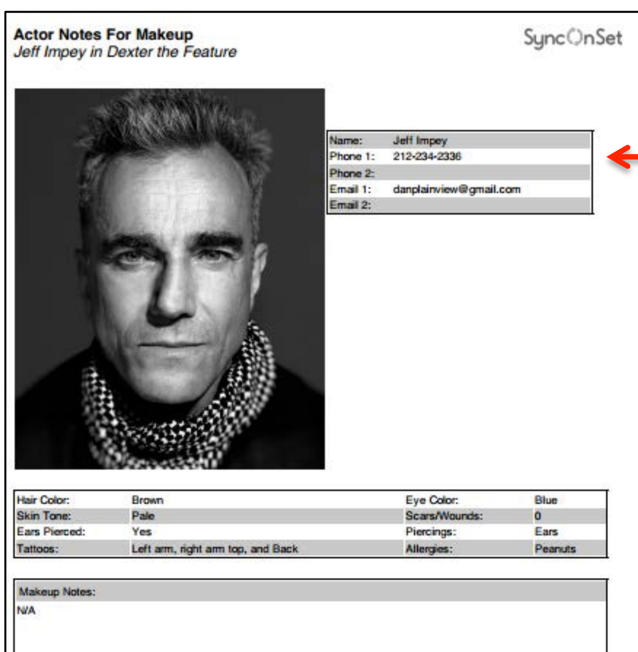
b. Actor Notes Reports

Actor Photo

Actor Details

Notes

Contact info



Actor Notes For Makeup
Jeff Impey in Dexter the Feature

SyncOnSet

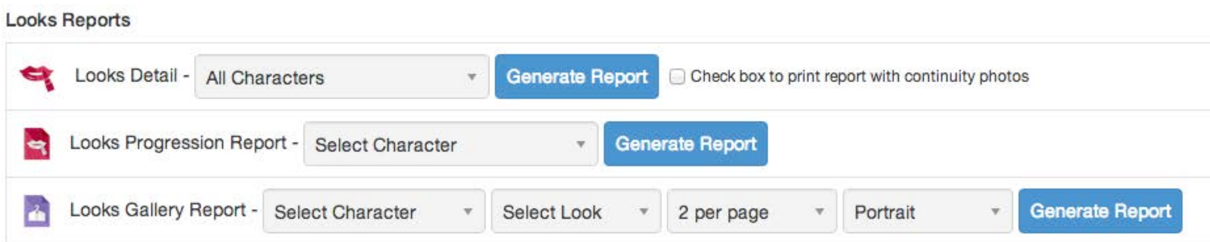
Name:	Jeff Impey
Phone 1:	212-234-2336
Phone 2:	
Email 1:	danplainview@gmail.com
Email 2:	

Hair Color:	Brown	Eye Color:	Blue
Skin Tone:	Pale	Scars/Wounds:	0
Ears Pierced:	Yes	Piercings:	Ears
Tattoos:	Left arm, right arm top, and Back	Allergies:	Peanuts

Makeup Notes:
N/A

Looks Reports

There are 3 different types of Look reports: Looks Detail, Looks Progression, and Looks Photo Gallery. For each report there are drop-down menus and/or check boxes to select different settings. After choosing the setting click "Generate Report.



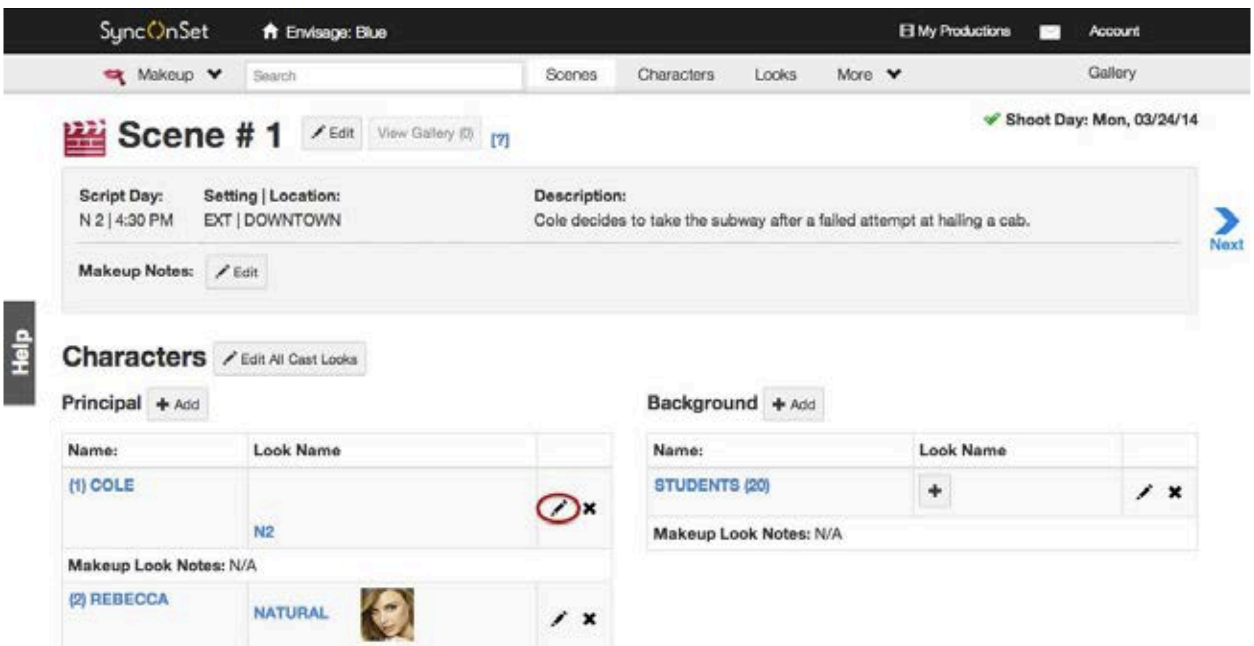
10. The Hair Department

Methods for Adding Hair Looks

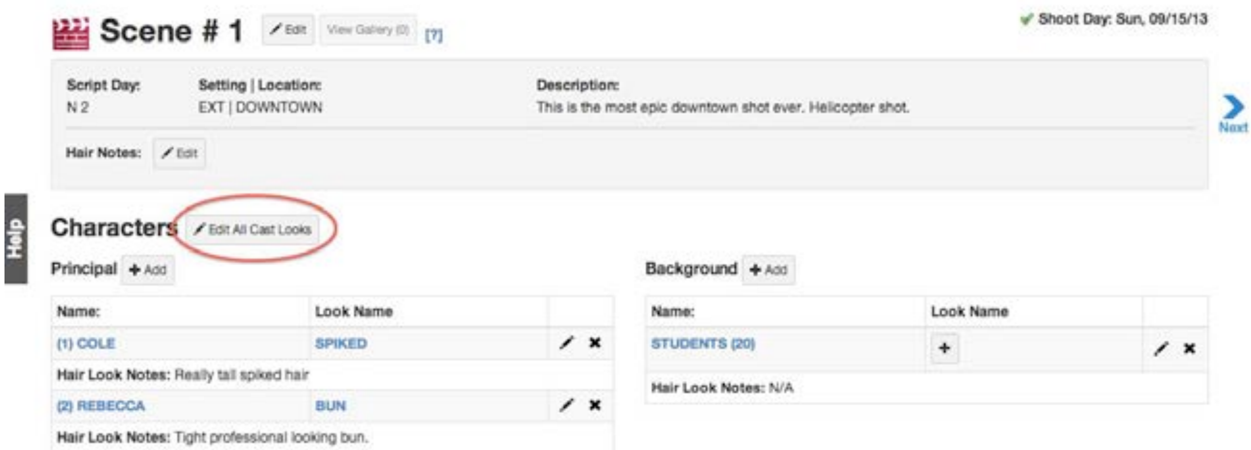
With Sync OnSet, you can add Looks to Characters on different pages: (1) On the Scene Detail pages, you can add Hair Looks to each character in a Scene as you navigate from Scene to Scene. (2) On a Character Detail page, you can add a Character to new Scenes, and add Looks across multiple Scenes.

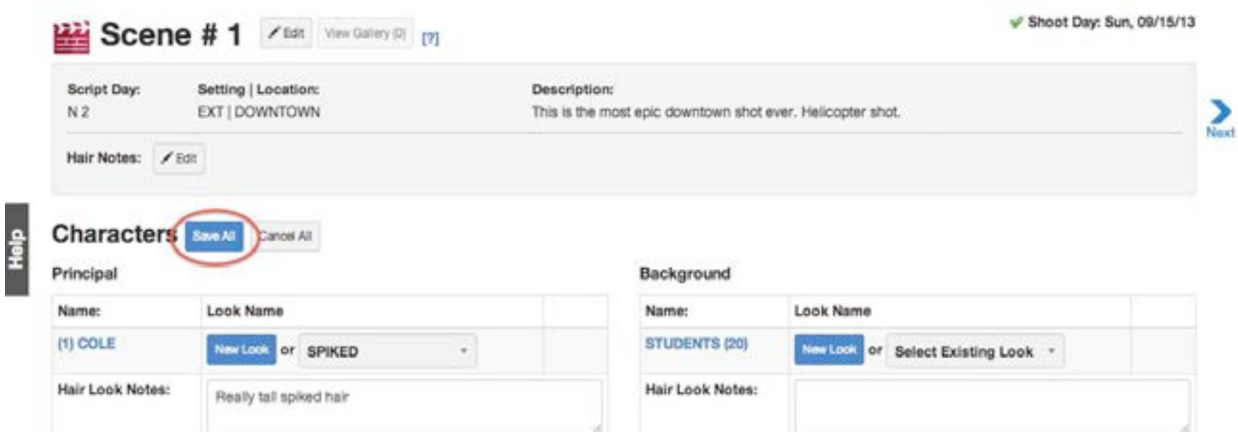
Adding Looks from the Scene Detail page:

1. Navigate to the Scene Detail page
2. Click the  next to the Character name to edit the Look they are assigned in the Scene
3. Click "Save" once finished editing



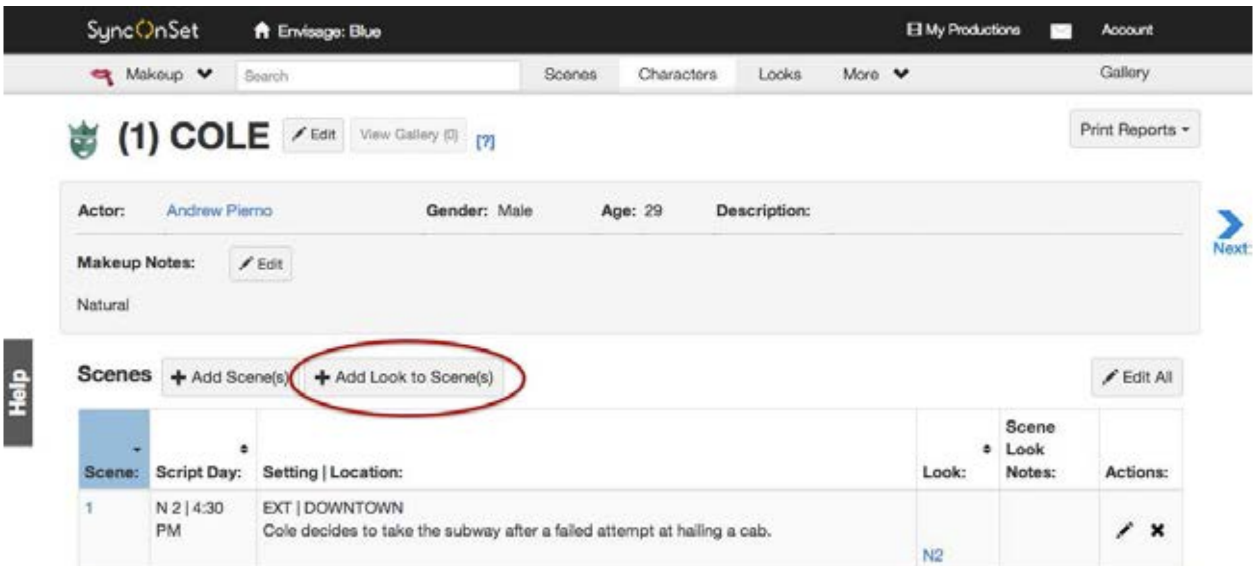
You can also select "Edit All Character's Looks" to make multiple updates quickly. Then Click "Save All" to make sure your changes are saved.





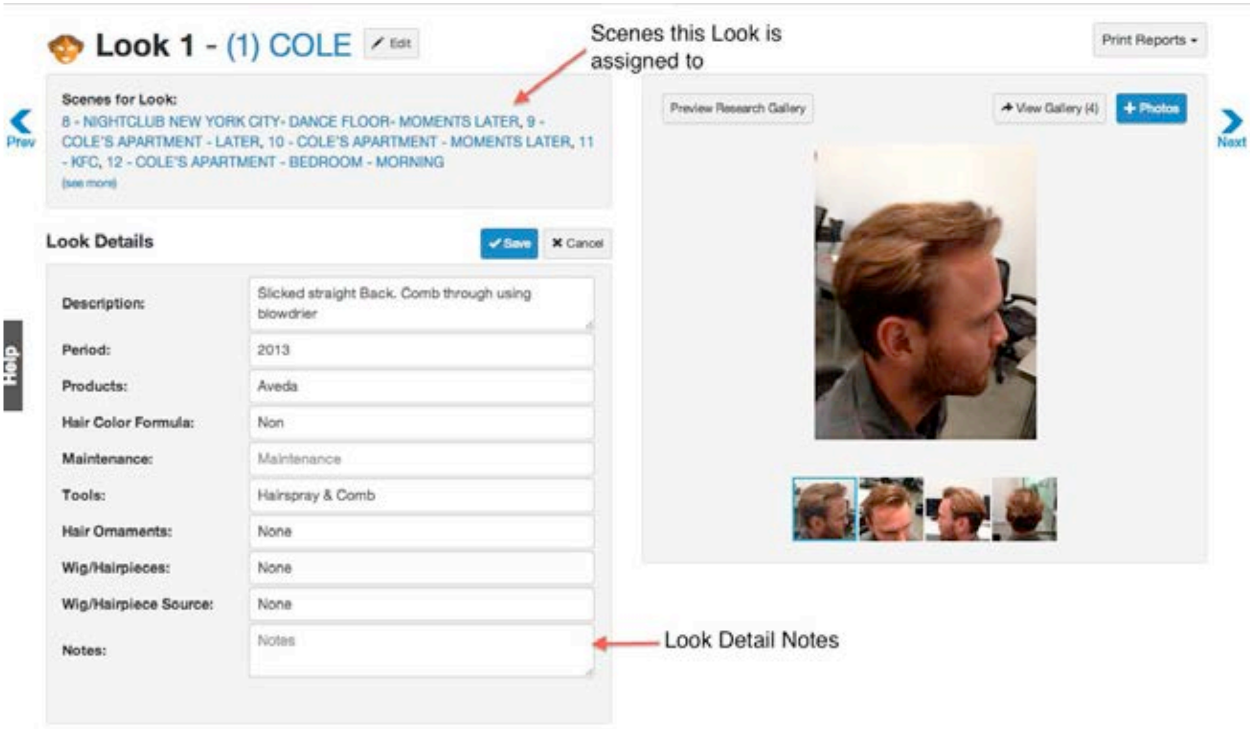
Adding Looks from the Character Detail page:

1. Navigate to the Character Detail page from within the Makeup Department
2. Click "Add Look to Scene(s)" button.
3. Choose all the Scenes you wish to add the Look to from the multi-select drop down menu (Circled in red in image below).
4. Add a new Look in the text field labeled "New Look #" or choose an existing Look from the drop down menu.
5. Click the "Save" button.



Look Detail Pages

Each Look # you create for a Character has a Look Detail page, where photos, descriptions and notes can be stored (it's a digital continuity book!). Below is an image of a Look Detail page with a key of what each part is.



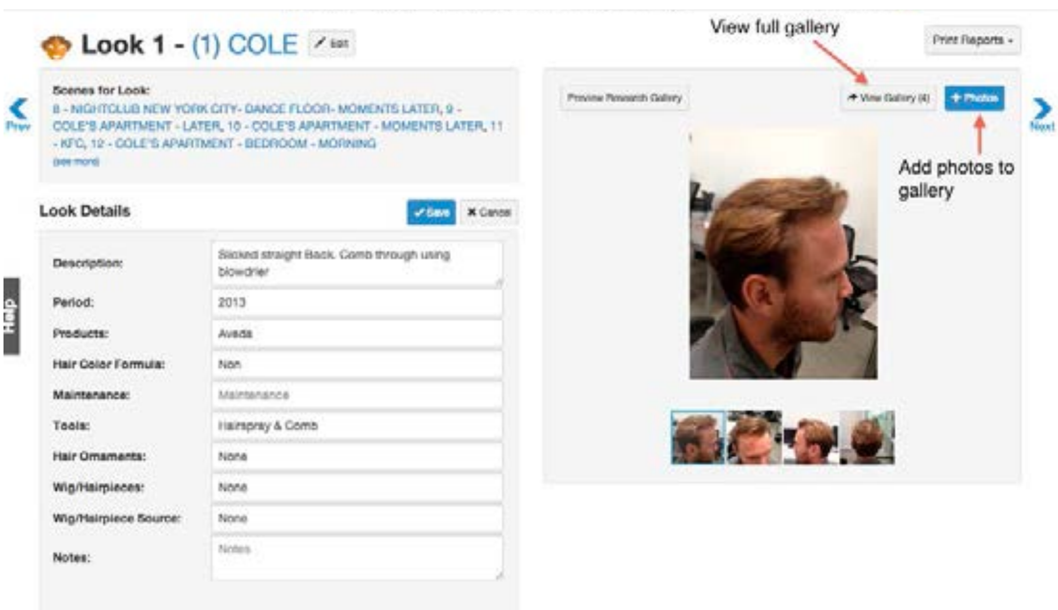
Look Photos

Each Look Detail Page has a dedicated photo album. (Note: Photos taken on Sync OnSet's mobile app are automatically uploaded to your online photo album when you Sync.)

To upload and view photos online, follow these steps (screenshots follow):

1. From the Look Detail Page, Click "Add Pictures"
2. A pop-up will appear. You can either drag-and-drop pictures from an open folder onto this window pop-up, or select "+ Add files…"
3. Once you've added photos to this pop-up, select "Start Upload" to save them to your online photo album
4. Before you click "Start Upload", you can enter notes for each picture you're uploading

You can also upload photos at any time, anywhere else in the app through the Department Photo gallery. A more detailed description of the bin is located in Section 4.



Hair Reports

From the Hair Department Home page or Hair Department Nav Bar, select **Reports** to view a range of different printable reports: Scenes, Cast List, Actor Notes, Look Reports, and Look Gallery Photo Reports.

Scenes Reports



a. All Scenes Report

A breakdown of every scene. You can choose to print a detailed report with Characters & Look #s or an outline without Characters.

All Scenes Report For Hair (Detailed) - 11/07/2013
Envisage
Pink

Print

SyncOnSet
Andrew Pierno

Scene #	*Day #*	*Shoot Date*	*Info*
1	**D 1**	**Sun, 09/15/13**	**EXT - *BLACK.*** V.O. Similar dialogue to Scene 103 but it is different.

PRINCIPAL	Look Name: Hair Description	BACKGROUND	Look Name: Hair Description
(1) COLE	SPIKED H: Really tall spiked hair	STUDENTS (20)	TBD H: N/A
(2) REBECCA	BUN H: Tight professional looking bun.		

Scene #	*Day #*	*Shoot Date*	*Info*
2	**DUSK 1**	**Fri, 09/13/13**	**EXT - *OCEAN DRAIN PIPE*** V.O. Dialogue - The ocean spits water into the drain pipe, operating in REVERSE.

PRINCIPAL	Look Name: Hair Description	BACKGROUND	Look Name: Hair Description
(1) COLE	SLICKED BACK H: loosely slicked back.		

Scene #	*Day #*	*Shoot Date*	*Info*
3	**DUSK 1**	**Thu, 09/19/13**	**EXT - *SEWAGE PIPE*** V.O. Dialogue - The swirl of water through the dark pipe is hypnotic. In REVERSE

PRINCIPAL	Look Name: Hair Description	BACKGROUND	Look Name: Hair Description
(1) COLE	TBD H: N/A		

b. Shoot Date Report

This reports is the same as the All Scenes, but will filter and include only the scenes being shot on the days specified. Enter a start and end date to set the range for the Shoot Date Report.

Cast/Actor Reports

Refer to pg. 64

Cast List

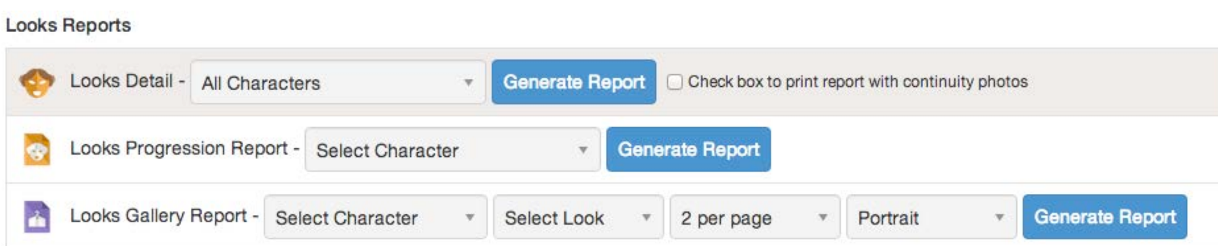
Refer to pg. 64

Actor Notes Reports

Refer to pg. 64

Looks Reports

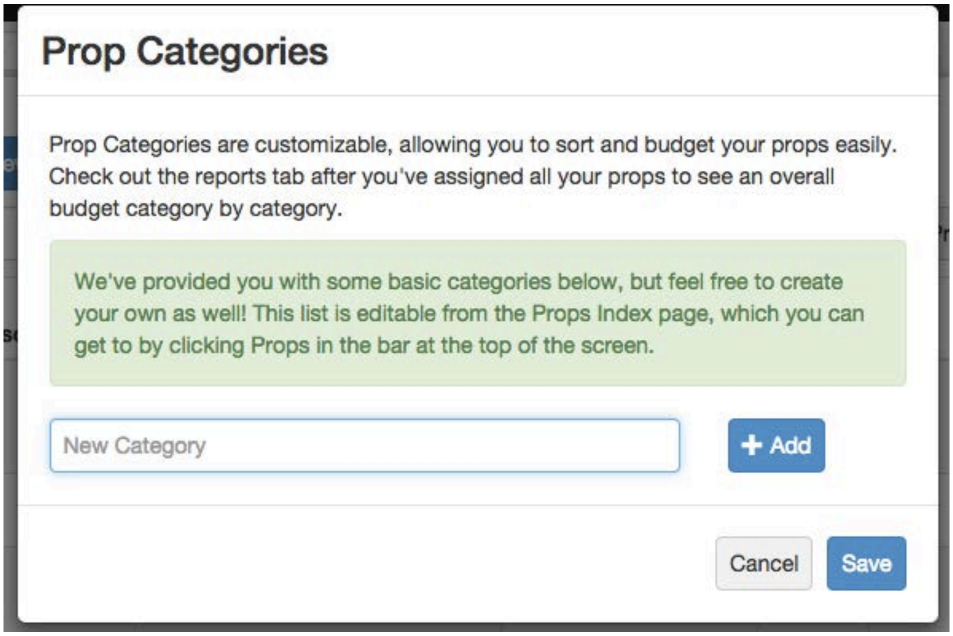
There are 3 different types of Look reports: Looks Detail, Looks Progression, and Looks Photo Gallery. For each report there are drop-down menus and/or check boxes to select different settings. After choosing the setting click "Generate Report.



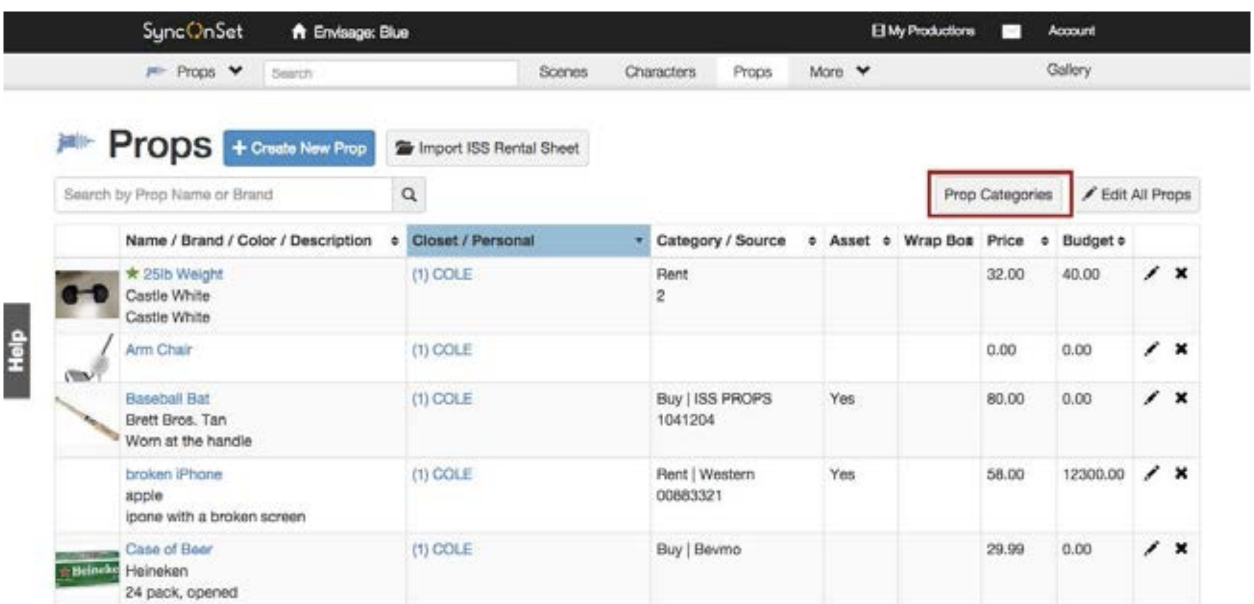
11. The Props Department

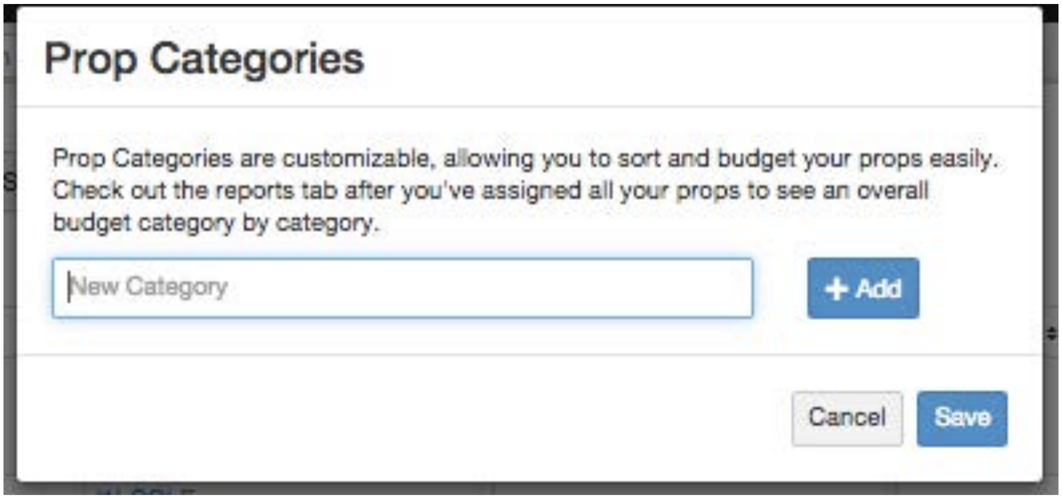
Prop Categories

After completing your script breakdown, you will be able to manually add Prop Categories

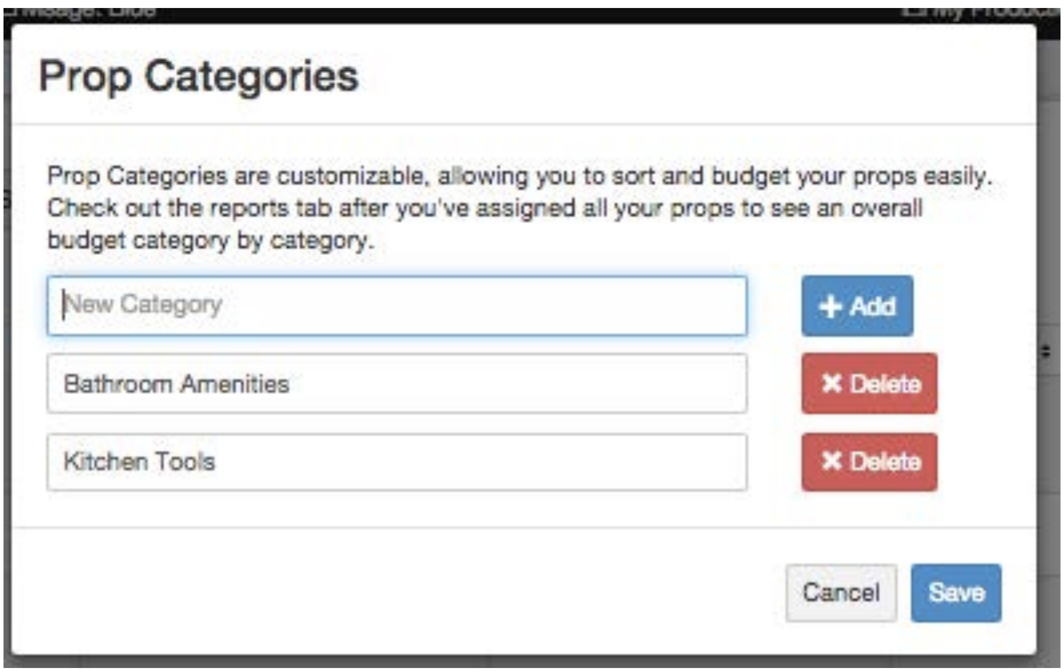


We have provided some basic categories already such as food, auto, weaponry and a couple of other suggestions to start with. You can create new Categories by clicking on Prop Categories from the Prop Index Page





Enter in your New Category and click "+ Add" to keep creating new Categories



Once you've entered in all your Categories, hit "Save"

You will now be able to budget your Props based on their Categories. To see your Prop Budget By Category Report, go to the Reports page hovering over "More" from the gray navigation bar and clicking on "Reports"

Methods for Adding Props

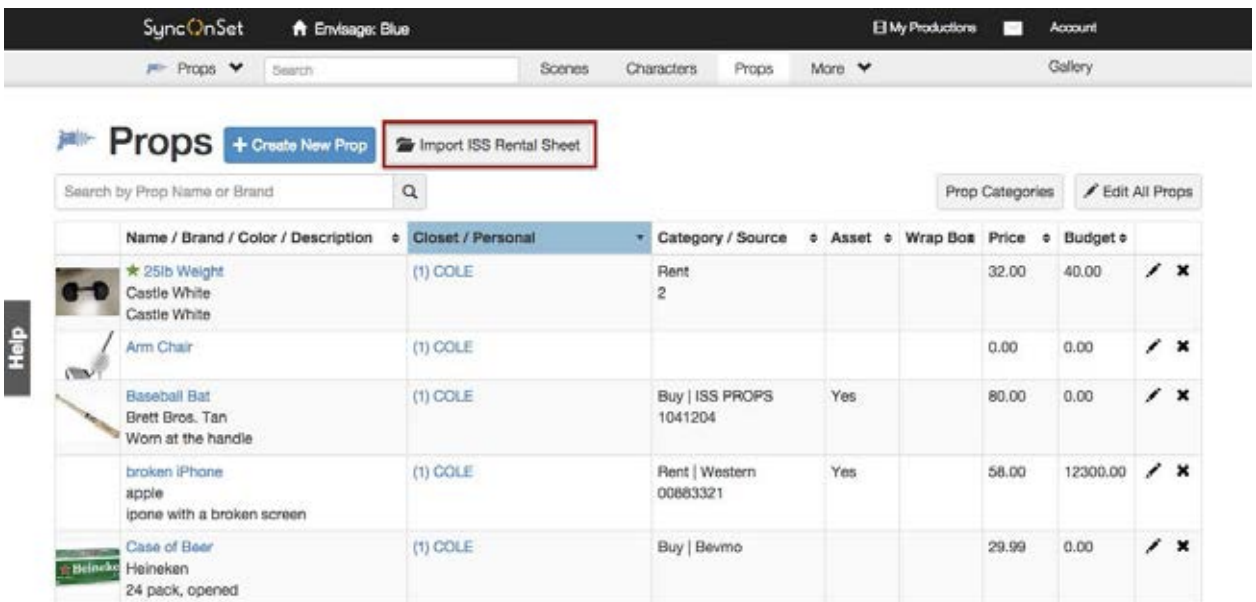
With Sync OnSet, you can add Scene Props and personal character props on the Scene Detail page. On the Character Detail page, you can add a Prop to a character.

Note: a Prop can be assigned to only one character closet at a time. However, that Prop can still be assigned to a different character in scenes

There is an option to add Props on a personal character basis, or as Props that are generally associated with the scene rather than with the individual characters.

Import ISS Rental Sheet

After you have completed your script breakdown, you will be able to upload your ISS Rental Sheet. From the Props Index Page, click on the icon "Import ISS Rental Sheet"



Add the file and click "Start Upload"

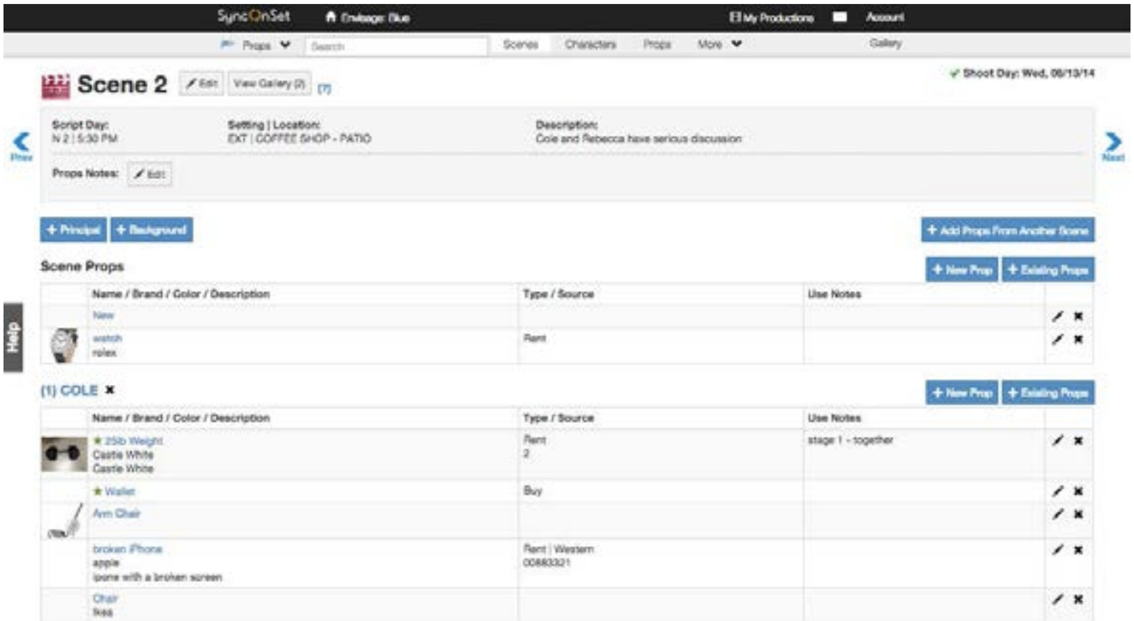
All your Props from the ISS Rental Sheet will now be automatically added

Adding Props from the Scenes Detail page:

1. Navigate to the Scene Detail page by selecting "Scene" from the Nav bar. Select the scene # you want to add props to

2. From here you can add Scene Props or personal Character Props by clicking "+ New Prop"

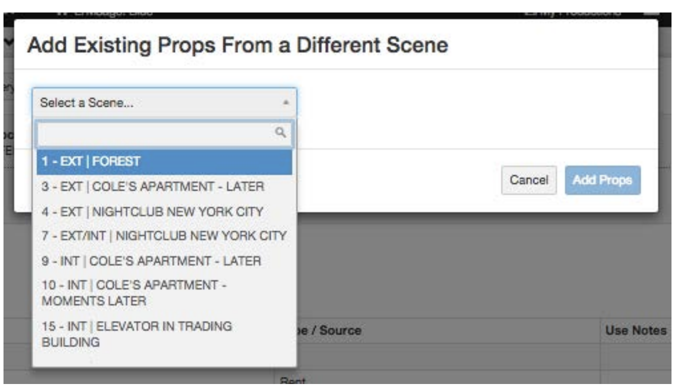
3. You can select "+ New Prop" or "+ Existing Props" if you have already uploaded a prop in a different place. You also have the option of selecting "+ Add Props from Another Scene" if you wish to add multiple photos used in another scene



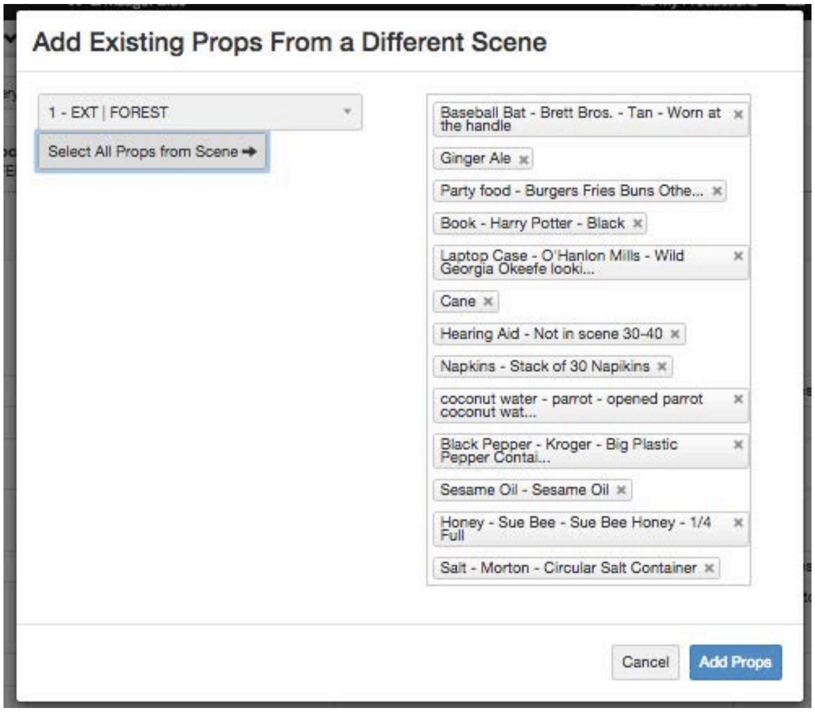
If you want to add the prop to a specific character, select “Make Personal Prop For” and a drop down menu with all principal characters will appear. If you would like the prop to be just a general scene prop, do not select a character.

Adding Props from Another Scene

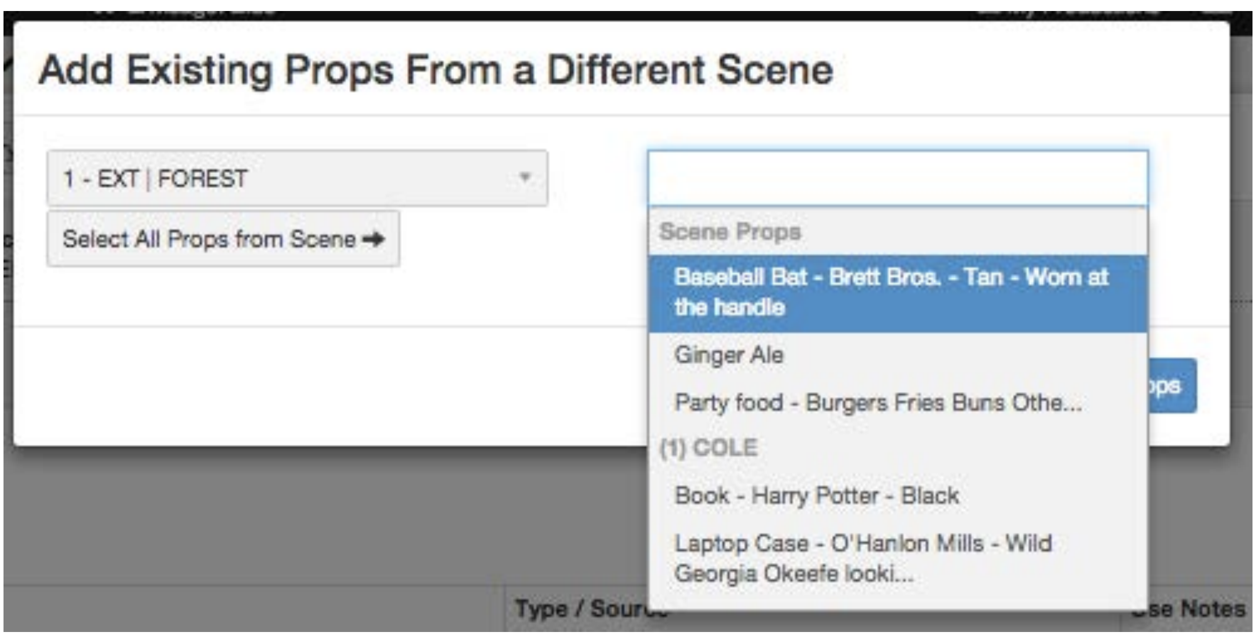
If selecting “+ Add Props from Another Scene”, first select a Scene that you would like to add Props from



After you have chosen a Scene, you can choose whether you'd like to Select All Props from Scene-



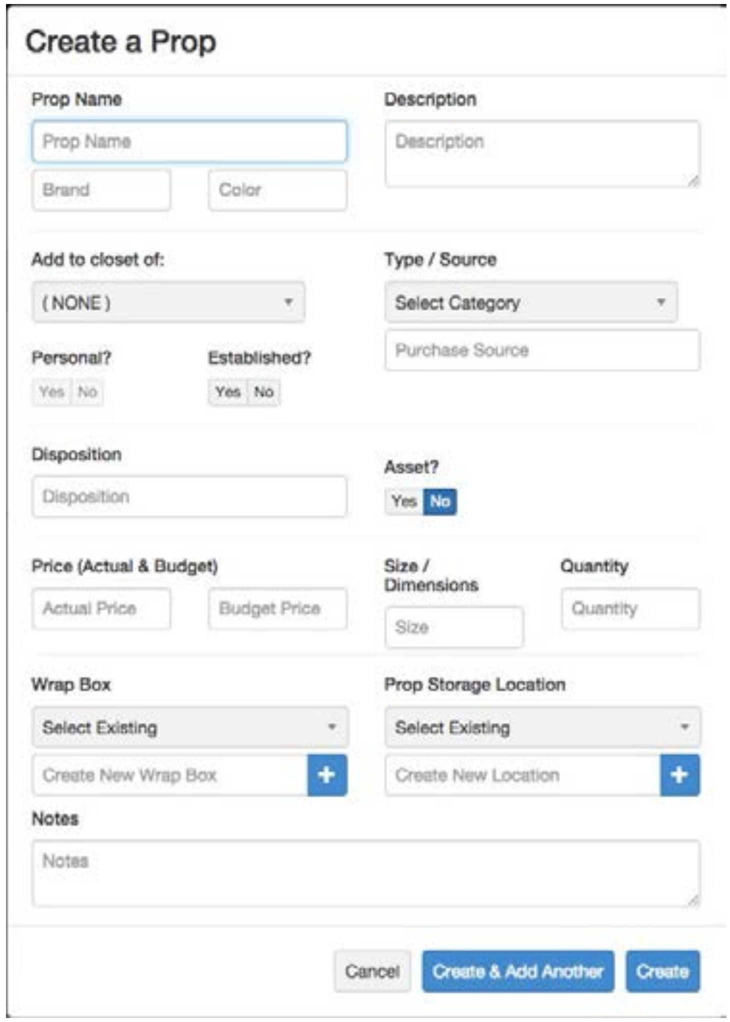
Or you can Select Existing Props-



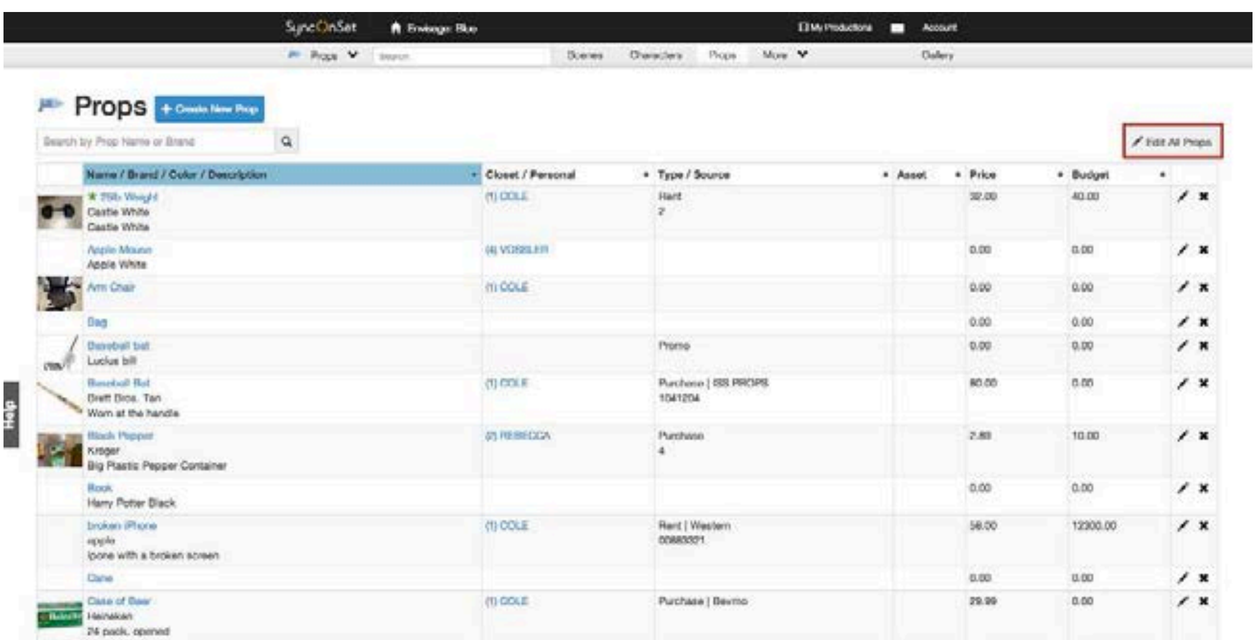
Make sure to hit "Add Props" once you have chosen your Props.

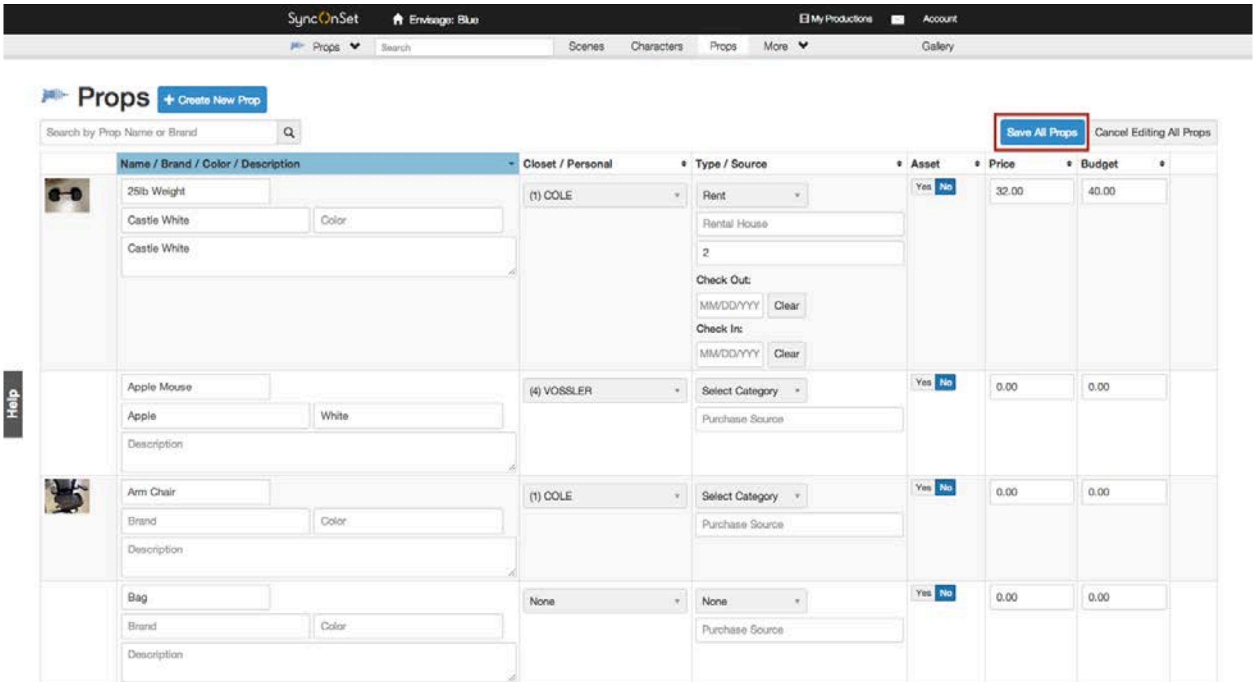
Adding Props from the Props page:

1. Click the Props tab in the Navigation bar
2. Click on “Create New Prop”
3. A pop-up will appear. Fill in necessary content and click the "Create & Add Another" to continue creating props or click “Create” to just add an individual prop



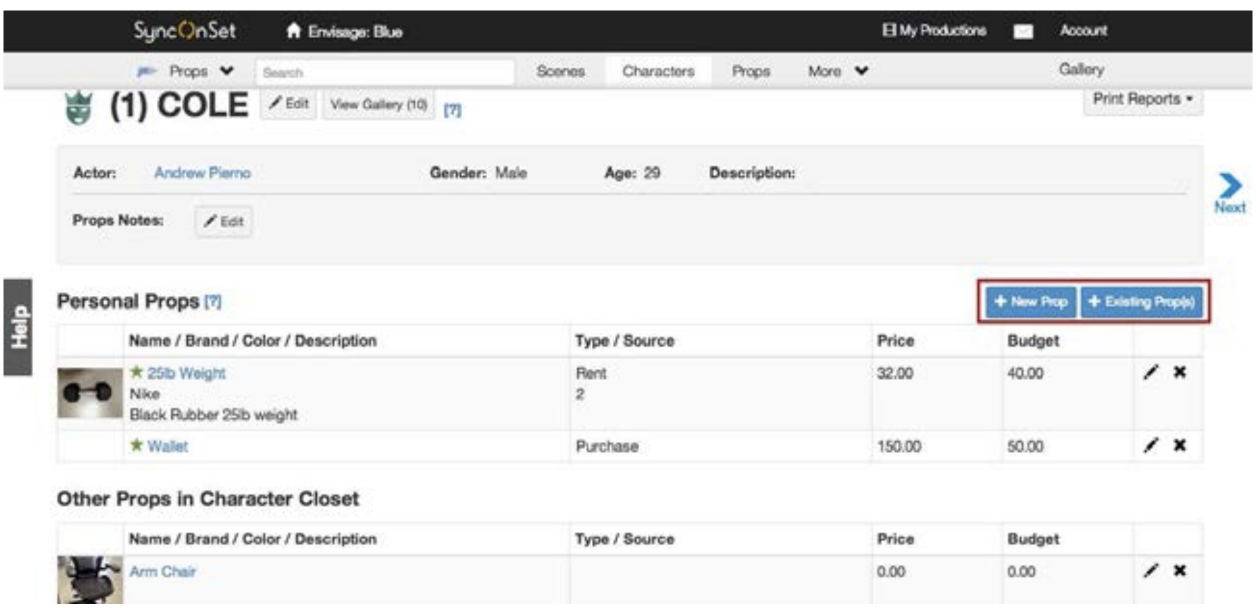
*You can also select “Edit All Props” to make multiple updates quickly. Then Click “Save All Props” to make sure your changes are saved.





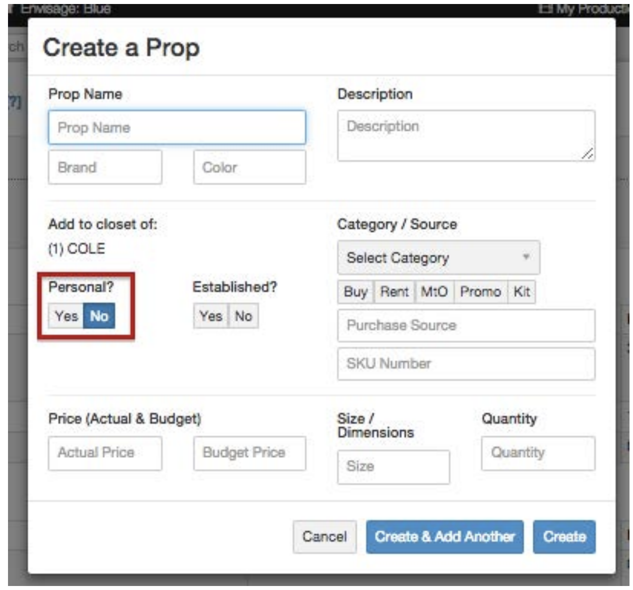
Adding Props from the Character Detail page:

1. Navigate to the Character Detail page from within the Props Department by clicking the character you want from the Character tab in the Navigation Bar.



2. Click "+ New Prop" or "+ Existing Prop" (a list of existing props will show up if you choose to add existing props)

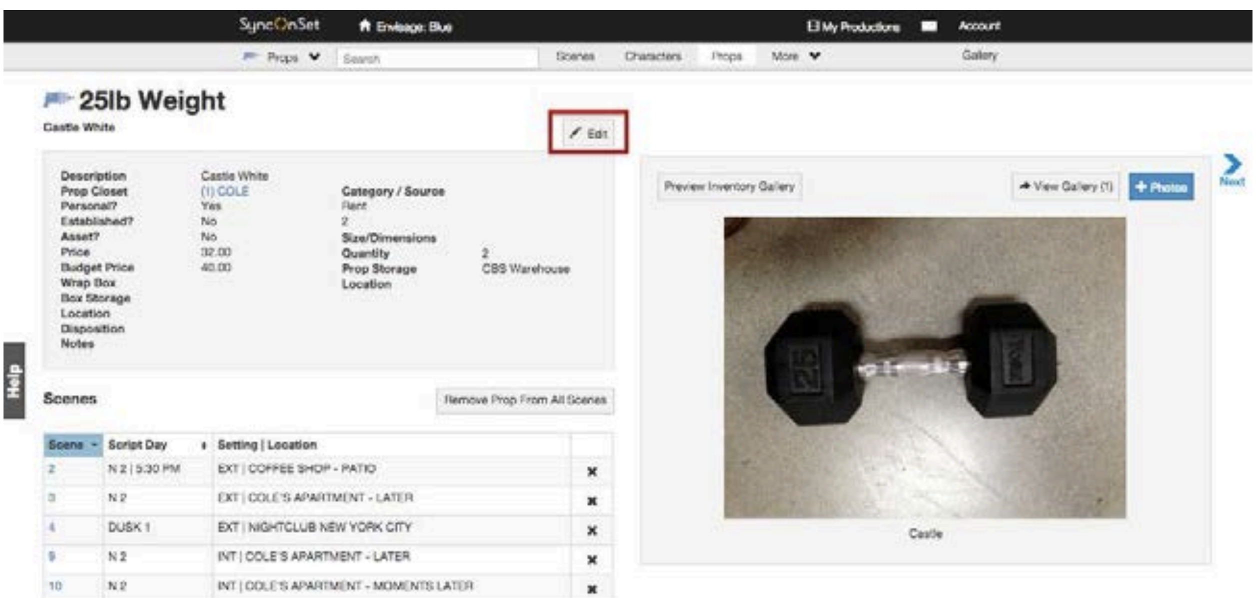
3. Fill in necessary content. If you'd like to make the prop a Personal Prop, select "Yes" under "Personal?"** Click the "Create & Add Another" to continue creating props or click "Create" to just add an individual prop.



**Note: Any props that are Personal Props will have a green star next to the name of the prop

Prop Detail Pages

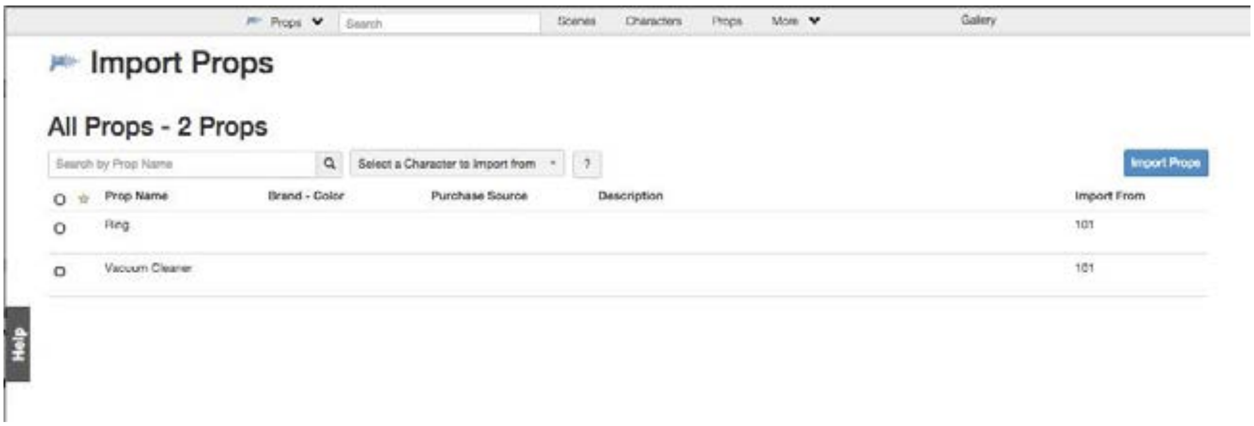
Each Prop you create has a Prop Detail page, where photos, descriptions and notes can be stored (it's a digital continuity book!). Below is an image of a Prop Detail page. Click the "Edit" button to begin adding descriptions.



Import Props

If working on an Episodic or a new Revision, you will have the option of being able to Import Props. You can import all props, import all props for a character, or import all personal props

From the Props Index Page, hit "Import"



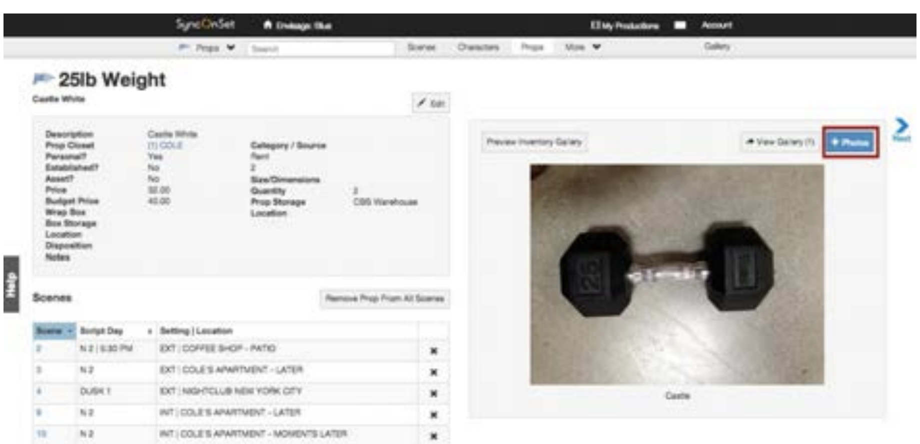
A list of all Props that haven't been imported will show up. You can either search by Prop Name or you can select a Character to import from. Select the Props by clicking on the rounded square next to the prop name OR select the rounded square at the top of the list to select all. Once selected, click "Import Props"

Prop Photos

Each Prop Detail Page has a dedicated photo album. (Note: Photos taken on Sync OnSet's mobile app are automatically uploaded to your online photo album when you Sync.)

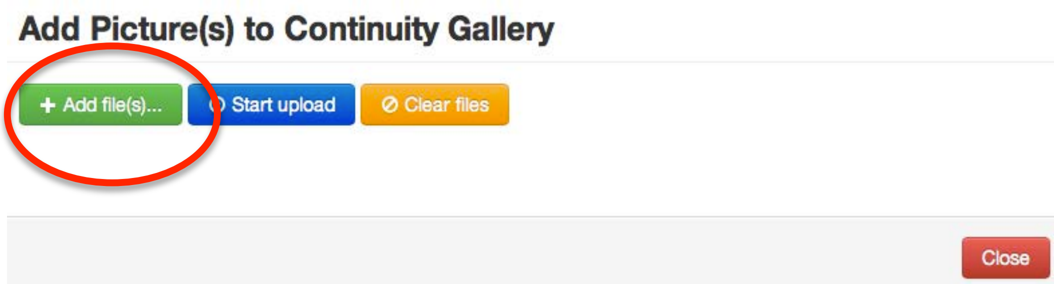
To upload and view photos online, follow these steps (screenshots follow):

1. From the Prop Detail Page, Click "+ Photos"



2. A pop-up will appear. You can either drag-and-drop pictures from an open folder onto this window pop-up, or select "+ Add files..."

3. Once you've added photos to this pop-up, select "Start Upload" to save them to your online photo album

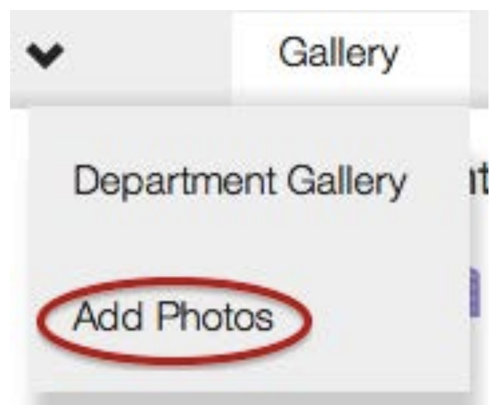


4. Before you click "Start Upload", you can enter notes for each picture you're uploading.

Prop Department Photo gallery

If you have the permission to add photos to your production, you can now do so from any page and it will upload the photos to a departmental photo gallery to access later. The departmental photo gallery allows you to upload all of your photos at once, and then tag the photos to specific scenes, items, changes and characters. Here's how:

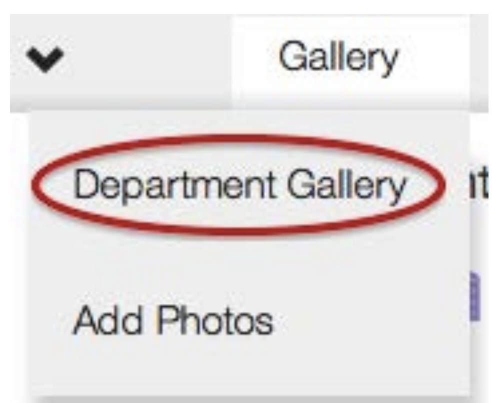
1. Click the "Add Photos" button - note that this button is accessible in the Navigation Bar on any page of the department you are in

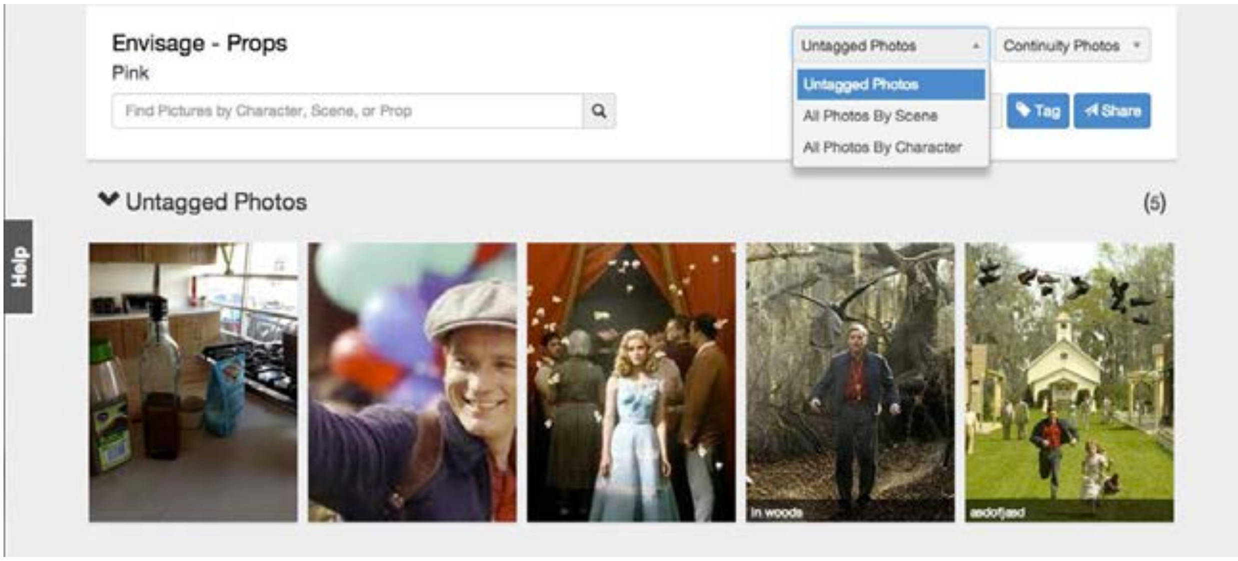


2. Click add files to add the photos you wish to add to the gallery, or simply drag and drop the photos from your desktop into that screen. Note that you can add multiple photos at once

3. Click start upload to begin uploading the photos to the gallery

4. Once the files have been uploaded, click "Department Gallery" to access the photo gallery

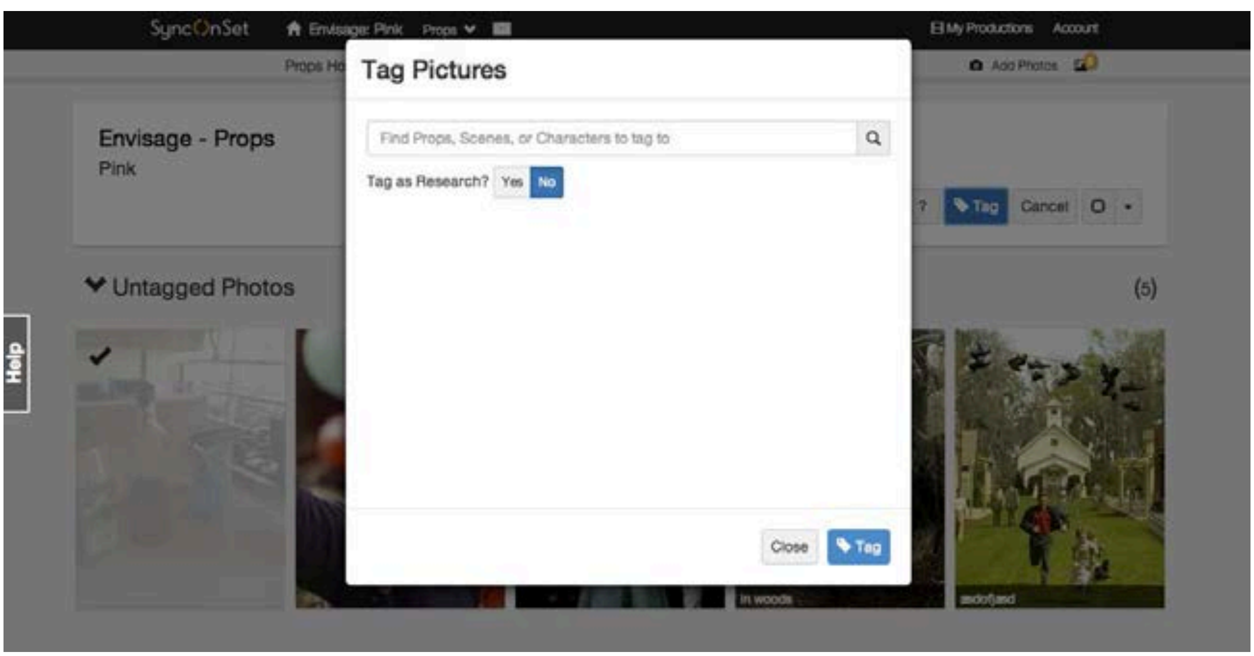




5. You can tag the photos in the gallery by clicking the blue Tag icon

6. Select the photos you wish to tag in bulk by clicking multiple photos

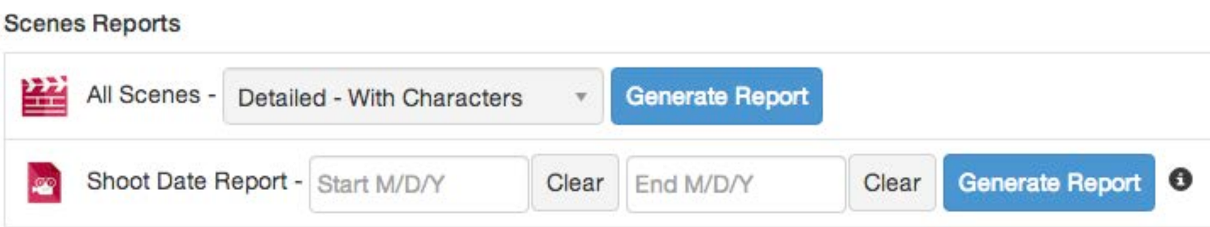
7. Click "Tag" and choose which Prop, Scene or Character to tag the photo to and click "Tag" again



Prop Reports

From the Prop Department Home page or Prop Department Nav Bar, select **Reports** to view a range of different printable reports: Scenes Reports, Cast/Actor Reports, and Props/Asset Reports

Scenes Reports



A. All Scenes Report

A breakdown of every scene. You can choose to print a detailed report with Characters & Props or an outline without Characters.

B. Shoot Date Report

This reports is the same as the All Scenes, but will filter and include only the scenes being shot on the days specified. Enter a start and end date to set the range for the Shoot Date Report.

Cast Actor Reports

The Character Reports give you a list of Cast Number, Character Name, Actor, Male or Female and a brief description. You can sort by All Characters, just Principal Characters or just Background in the drop down menu. Here is an example of a Principal Characters Report:

All Characters List
The Visit

Print SyncOnSet

Principal Characters

Cast #	*Character Name*	*Actor*	*M/F*	*Description*
1	CARTER	Michael Nardella	M	
2	WHITNEY	Carolyn Cawley	F	
3	MARTIN	Seth Weil	M	
5	NORMAN	Kevin Herraiz	M	
6	TYLER	Ron Gonzalez	M	
9	REENEE	Jesse Yabrowsky	F	
21	SHERYL	Julianne Hall	F	

*************Page Break*************

Background Characters

Name	*Count*	*Description*

Props/Asset Reports

A. All Props
A list of Props can be sorted by Actual Price, Name, Character, Wrap Box

B. Assets Report
Set your price threshold to print all props in the production, sorted by price

C. Props Budget by Category
Generate a Report based on your Prop Categories

Wrap Boxes

Access your Wrap Boxes by hovering over "More" and clicking on "Wrap Box". Edit the Wrap Box by clicking on the pencil icon located next to the Wrap Box. You can enter a Storage Location and also add as many Props as you would like.

You can also create new Wrap Boxes by clicking on "+ New Wrap Box" and enter in your information. By clicking on the "+" icon next to the Wrap Box, you can also add photos of the contents in your Wrap Box

12. The Locations Department

Location List

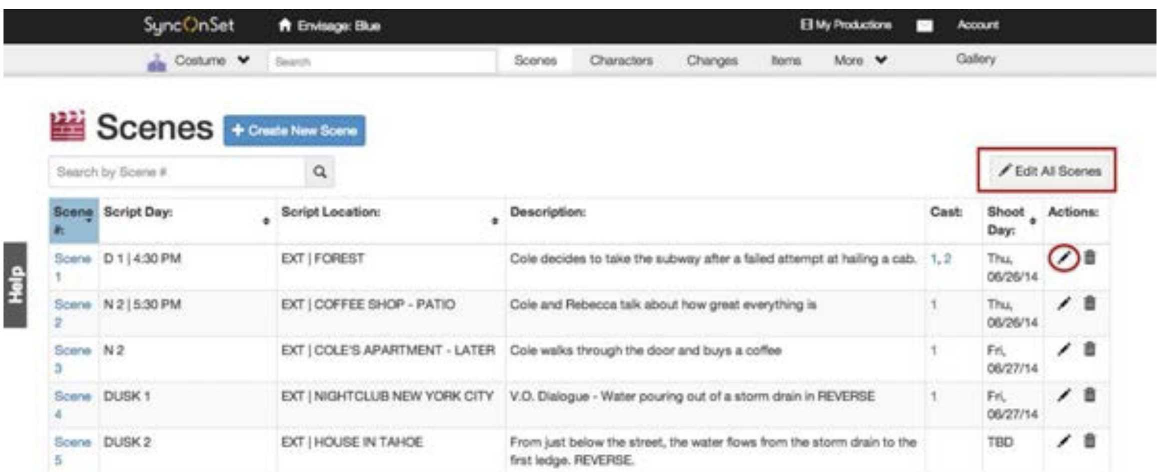
Work as a team off the same, always up-to-date list of locations. Never struggle with accessing critical location information again – addresses, dates, and contact information for owners, parking, holding, and catering are intuitively laid out in one place.

First, import the script (Refer to pg. 10 for script breakdown)

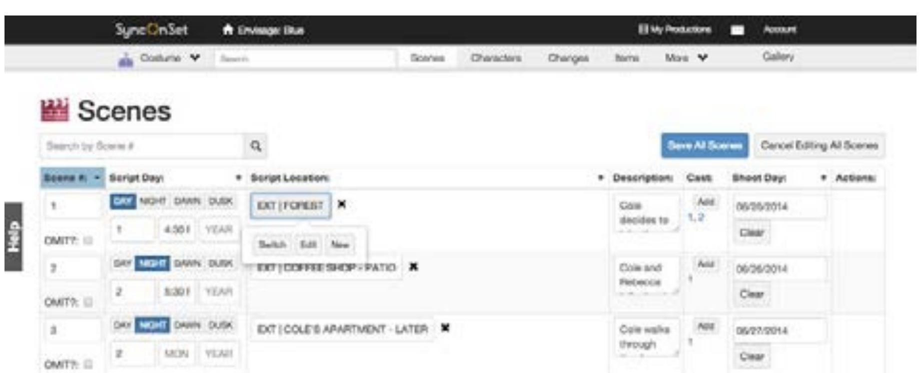
An important aspect of cleaning up your breakdown may be to consolidate a script location as it appears in the script. For instance, "Int, Walden House - Bedroom" and "Int. Walden House - Hallway" may be the same script location.

You can do this by following these steps below:

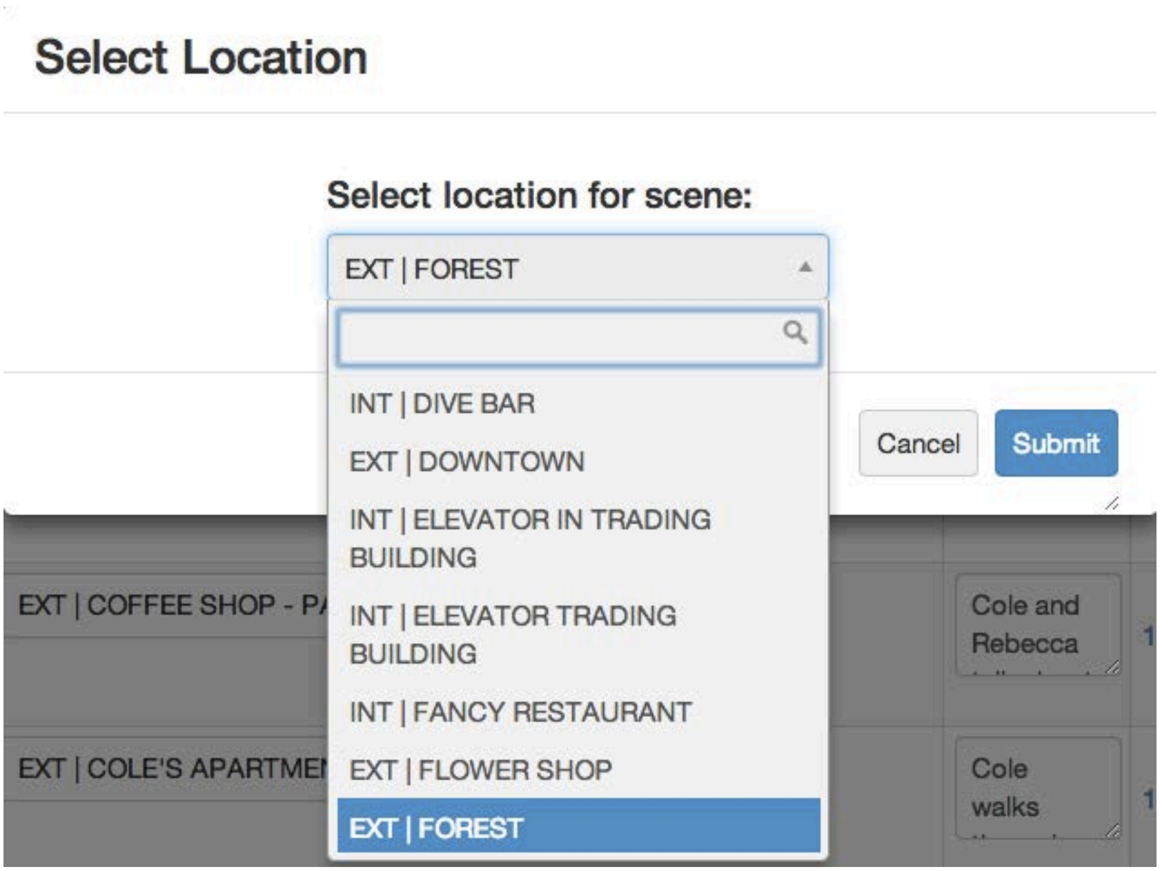
1) After breakdown, go to Scene Index Page and clean data, “Edit All Scenes” (If you'd like to edit numerous ones) or click on the pencil icon to just edit one scene.



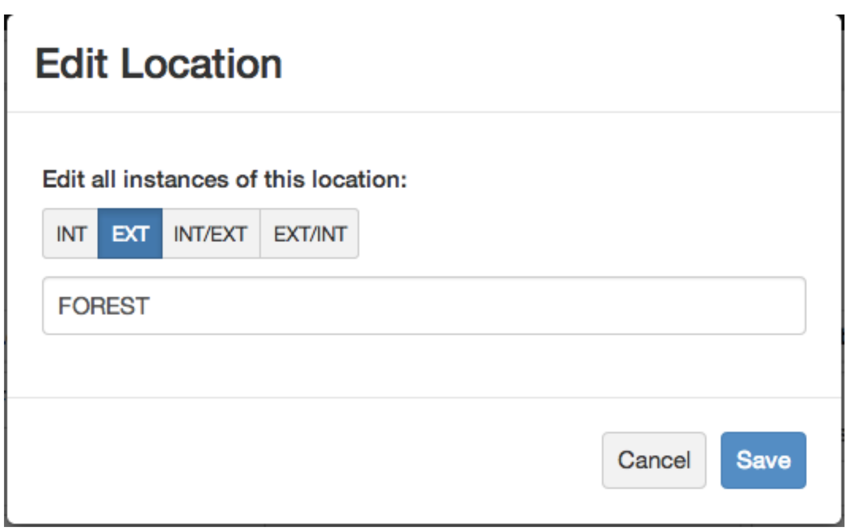
2) Once you have clicked the "Edit All Scenes" or pencil icon, you can click on the Script Location and you will see a drop down menu of "Switch", "Edit" or "New"



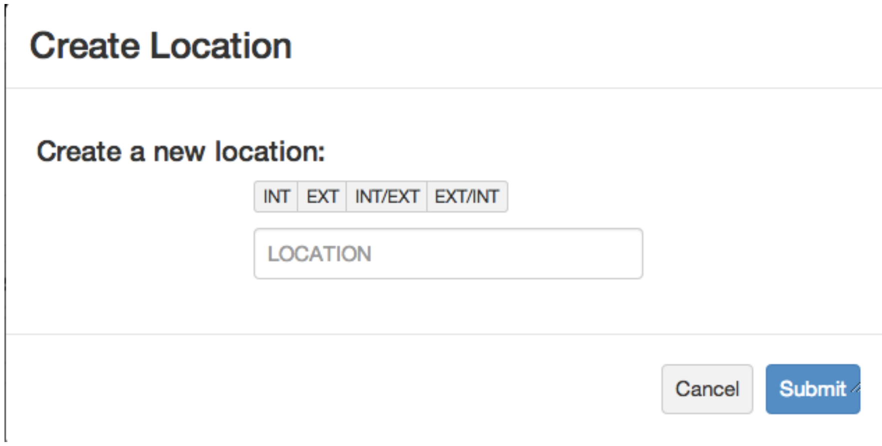
3) If you click on "Switch", you will have a drop-down to choose any location that has been added in Script Location



4) If you choose "Edit", you will be able to replace all of the locations with that same name with a different location and name



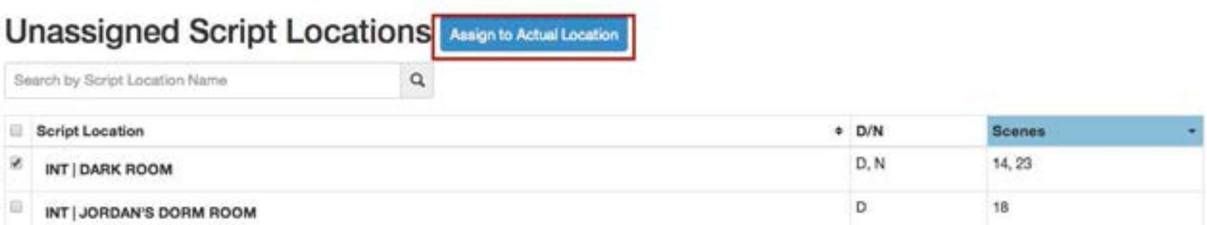
5) By choosing "New", you will be able to create a new location for this Scene



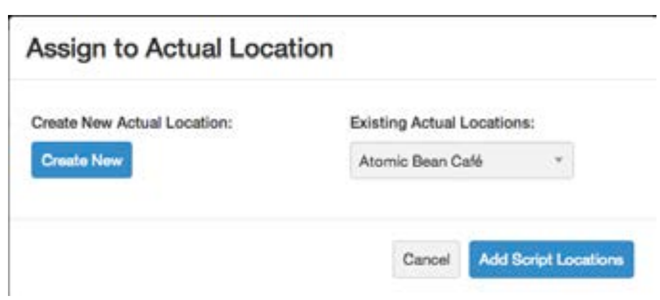
Once you have cleaned up your breakdown, you can now begin to create and assign actual locations to your script locations.

Create and Assign Actual Locations to your Script Locations:

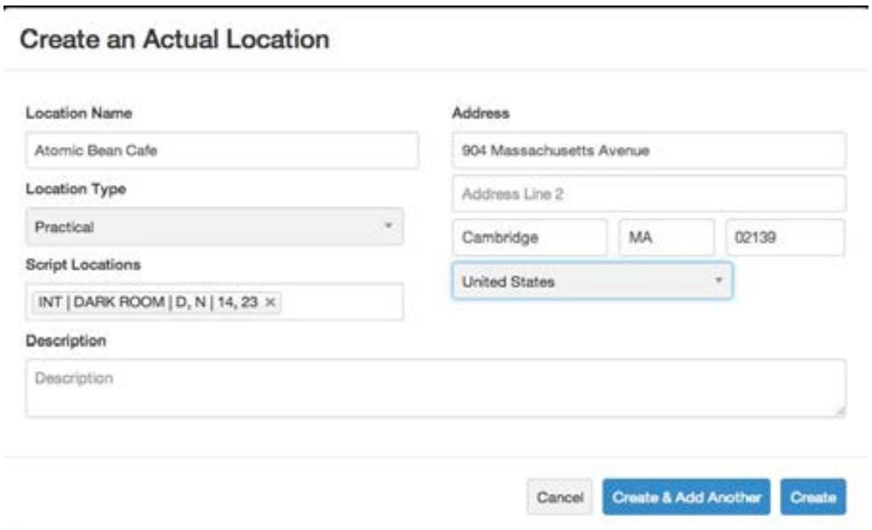
From Unassigned Script Locations, select which Script Location you would like to assign an actual location to. Once selected, click "Assign to Actual Location"



Next you can either create a new location or choose from existing locations that you have already input



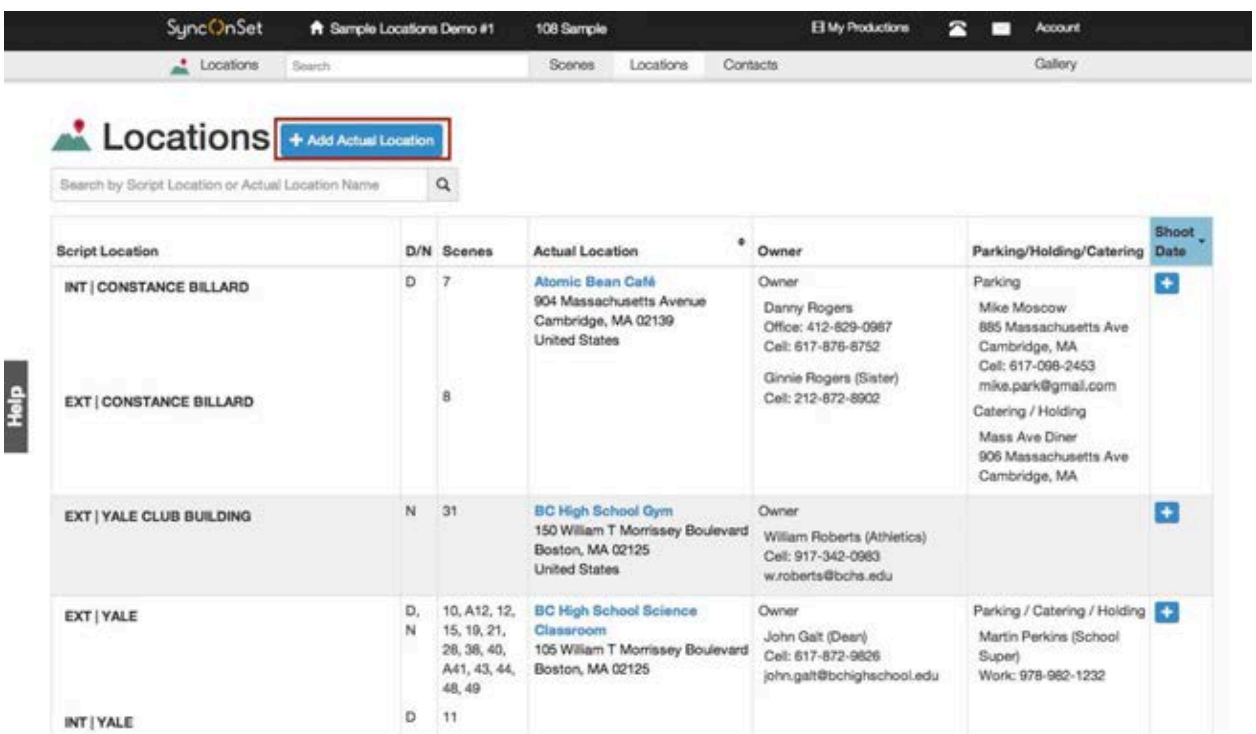
The pop up for creating a new location will allow you to enter the Location Name, Type, Script Location, Address and Description



To Add an Actual Location:

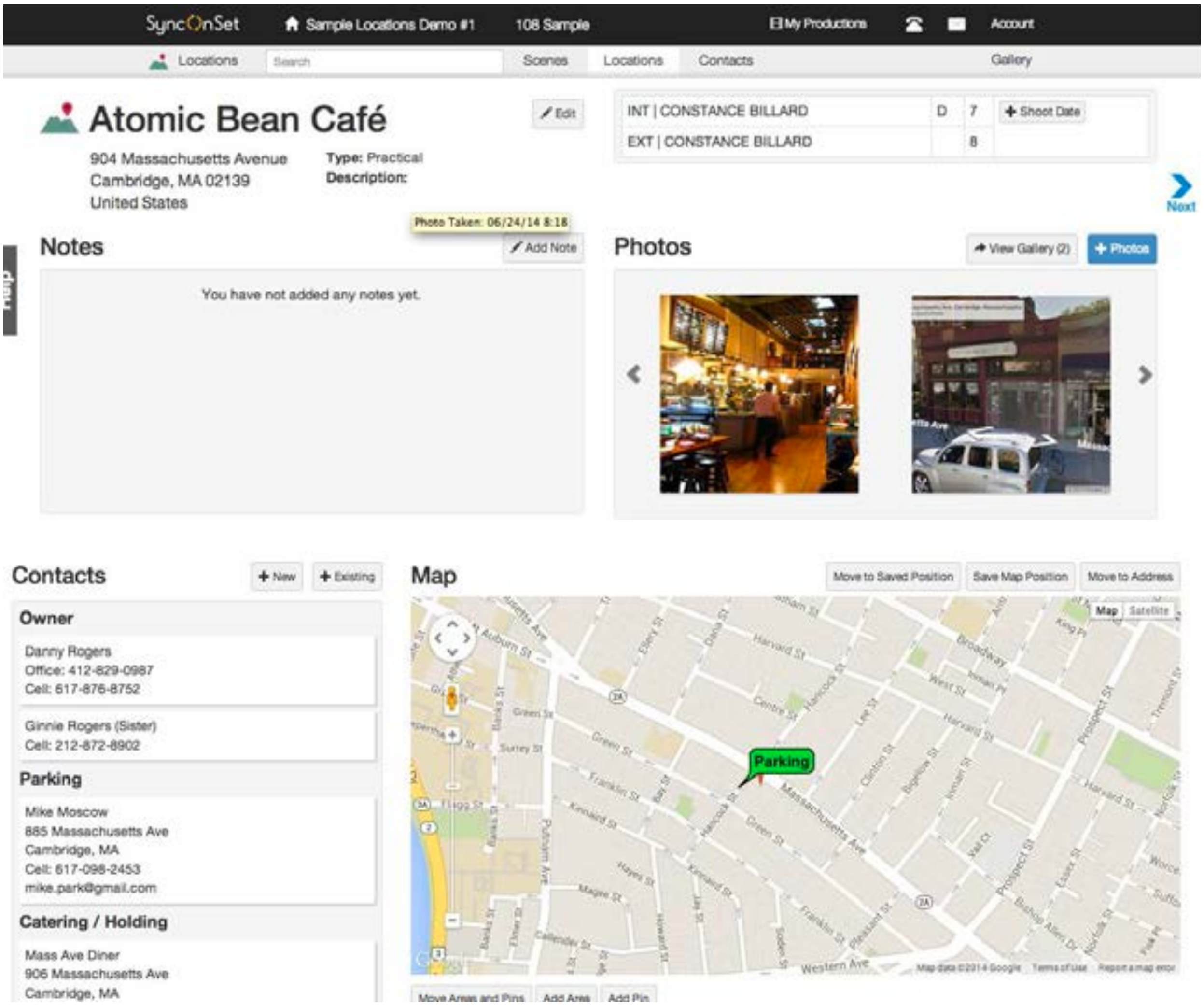
If you'd like to add an Actual Location that is not yet tied to a Script Location, you can do so by clicking on "+Add New Location" from the top of the Location Index Page. This is a great way to manage actual locations that you are scouting.

Navigate to the Locations Index Page by clicking on "Locations" from the gray navigation bar. From here, click "+ Add Actual Location"



Once the pop-up appears, fill in all the information and click “Create” or “Create & Add Another” if you would like to continue creating Actual Locations

Once the Actual Location has been added, you can now click on the Actual Location you added to go to the Location Detail Page



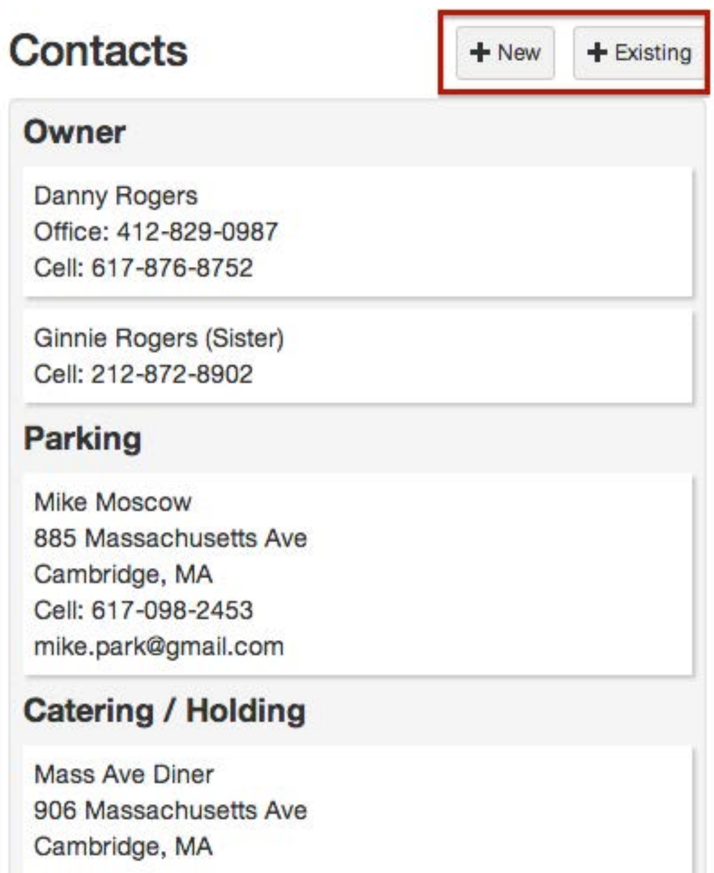
On the Location Detail Page, you can edit the type of location, description of location, add notes, adjust the map, add contacts and add and view photos.

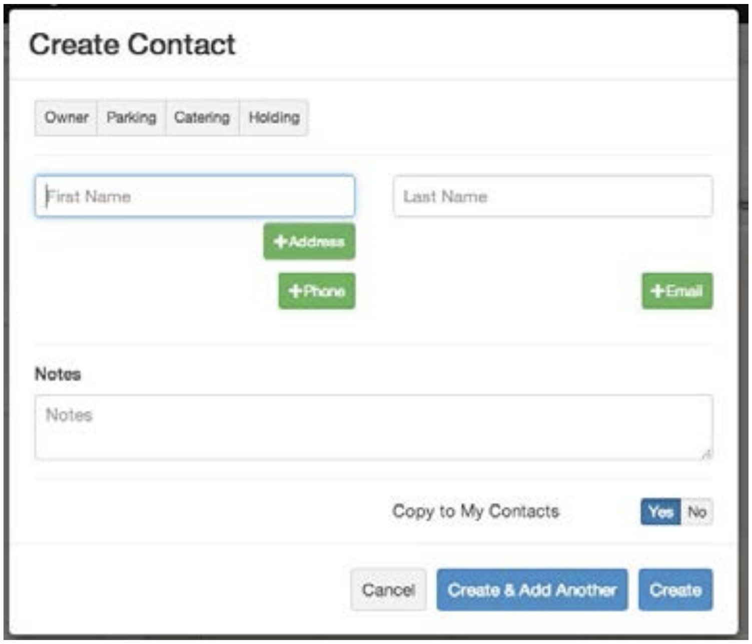
On-Set Contacts

With the Locations Department, Manage your department's hundreds or even thousands of contacts in one system. Finding all the contacts you need to get the job done is just a quick search away. Every contact you create can be saved to your personal contact list for future projects.

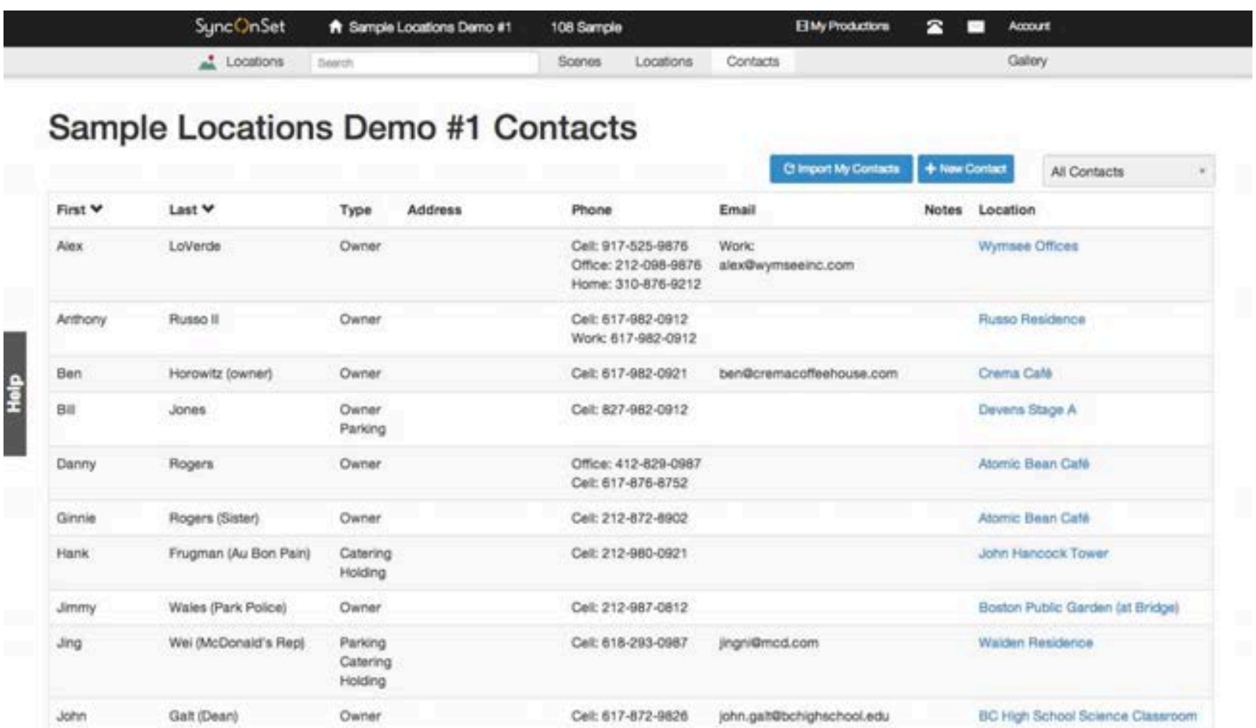
There are three areas where you can add Contacts- 1) Location specific Contacts in the Locations Detail Page and 2) Production specific Contacts in the Contacts Index Page and 3) My Contacts

1) From the Location Detail Page, scroll down to "Contacts" and select "New" or "Existing". If you are creating a New Contact, you can select who this Contact is in relation to this Location such as the Owner, Owner of Parking, Caterer or Holding Contact. You also have the option of adding in their Address, Phone Number and E-mail. If you would like these contacts to be added to your personal contact list, you can select "Yes" next to "Copy to my Contacts"

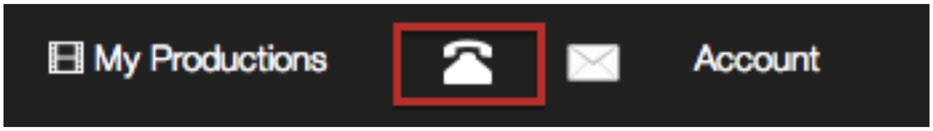




2) Navigate to the Production Contacts page by clicking on “Contacts” from the gray navigation bar. Any contacts you have added to your Actual Locations will appear here. You can also create a New Contact by clicking on “New Contact”. If you have already built your My Contacts page, you also have the option of importing “My Contacts” to your Production Contacts page



3) To navigate to My Contacts, click on the Telephone icon located between the My Productions and the Mail Icon in the black navigation bar



Your My Contacts page will have any of the Contacts that you selected to have copied from the Location Detail Page. You can also create new contacts by clicking on "+ New Contact". The Contacts on this page are specific to your Account only and should be considered as your personal Contact Address Book.

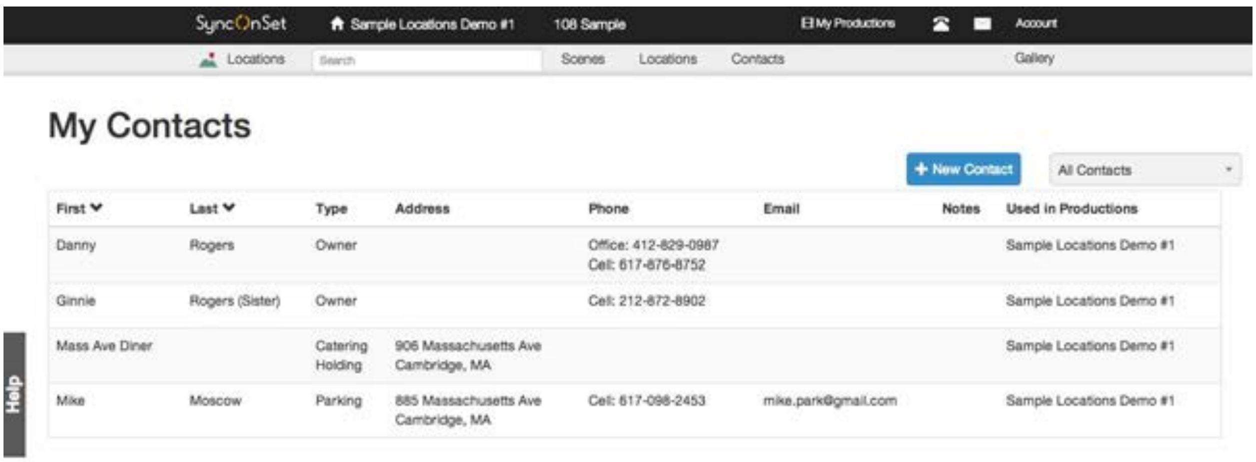
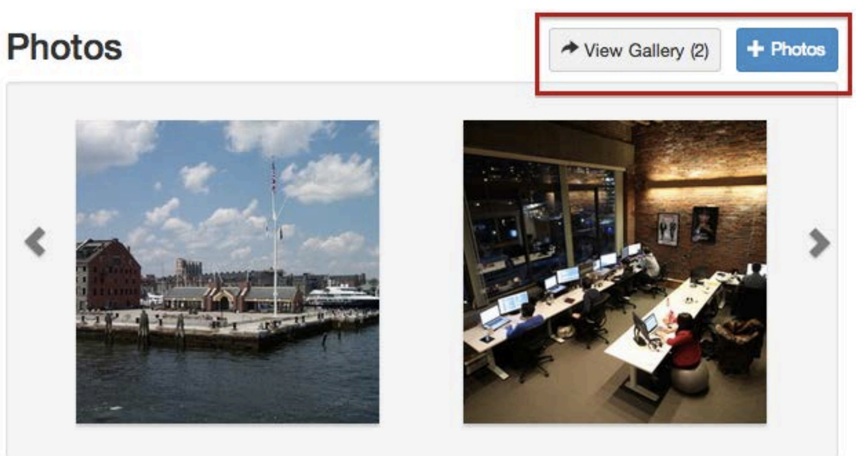


Photo Integration

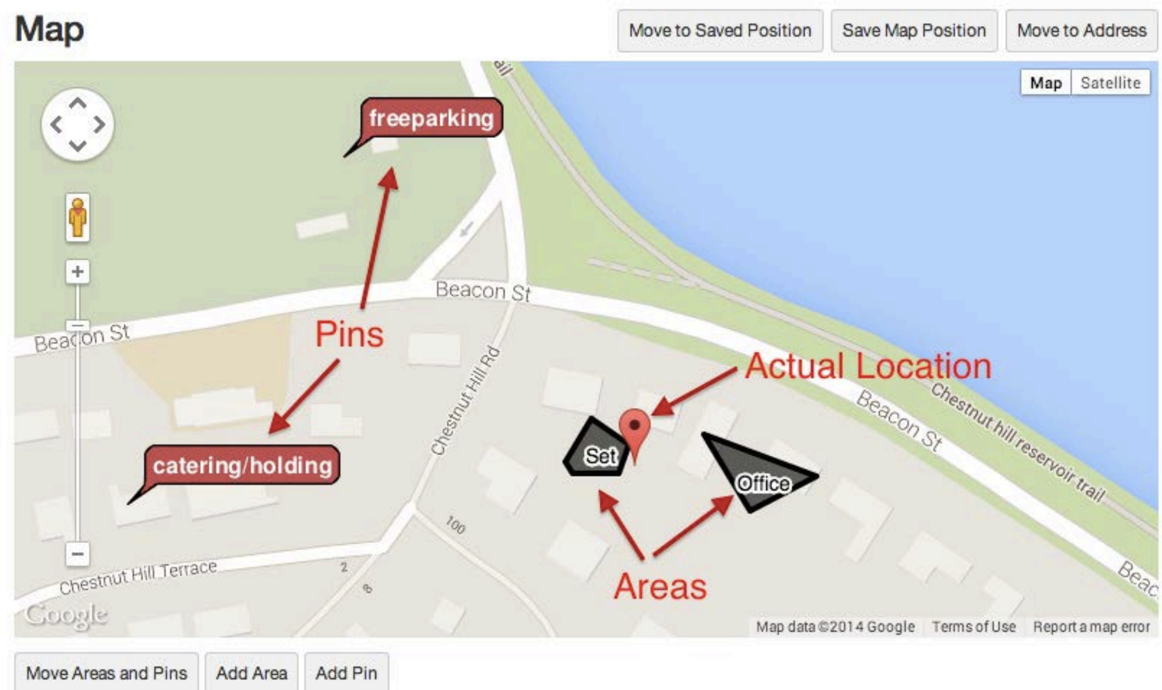
Each location has a dedicated photo gallery for scout pictures and other relevant images. Our beautiful and neatly organized photo galleries are perfect for sharing with your Production Designer, Producer and Director.



You can add Location specific photos from the Locations Detail Page by clicking on "+ Photos". For information on how to add photos to the Department Gallery, please refer to pg. 22

Built-In Maps

Each location has an interactive map to highlight pertinent information including the set, parking or holding. Simply draw an area or drop a pin with a label to mark anything you want. These annotated maps are great for Call Sheets and Scout Booklets.



From the Map on your Location Detail Page, you can add an Area, add a Pin and Move Area and Pins. To add an Area, click on "Add Area" fill in the name of your area, select what color you would like your area to be, click "Add Area" again, and then click on multiple points on the map to create a polygon.

To add a Pin, click "Add Pin", fill in the name of the Pin and select what color you would like your Pin to be and click "Add Pin" again. Next, simply click on the map to create the Pin.

To move your Area or Pin, click on "Move Area and Pins" and simply click on either the Area or the Pin and drag to where you would like to move it to and then click "Save".

You also have the ability to Save Map Position by zooming in the particular area you would like to always show and then click on "Save Map Position". By doing this, your map will stay at this location and this zoom. Anytime you move within the map, you can always relocate that map position by clicking on "Move to Saved Position". You can also always move to the set location address by clicking on "Move to Address"

Privacy

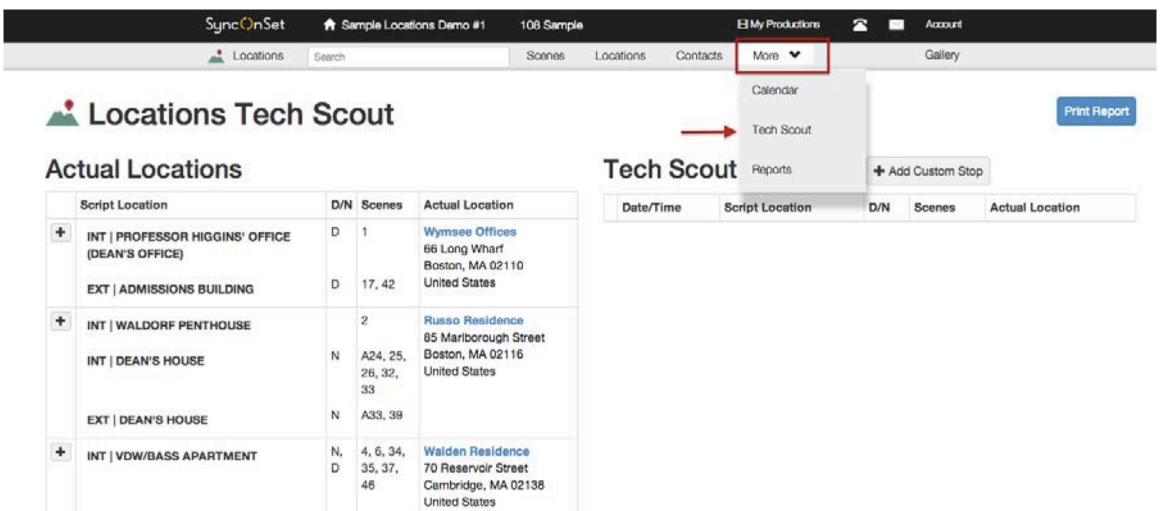
Each user in your department can be assigned a specific permission set in order to control whose eyes see what. Keep sensitive Location contacts private and confidential to your account. If you're working with temporary assistants for instance, you can set their permissions to "Read Only."

To change permissions for each user, please refer to pg. 96 – pg. 97

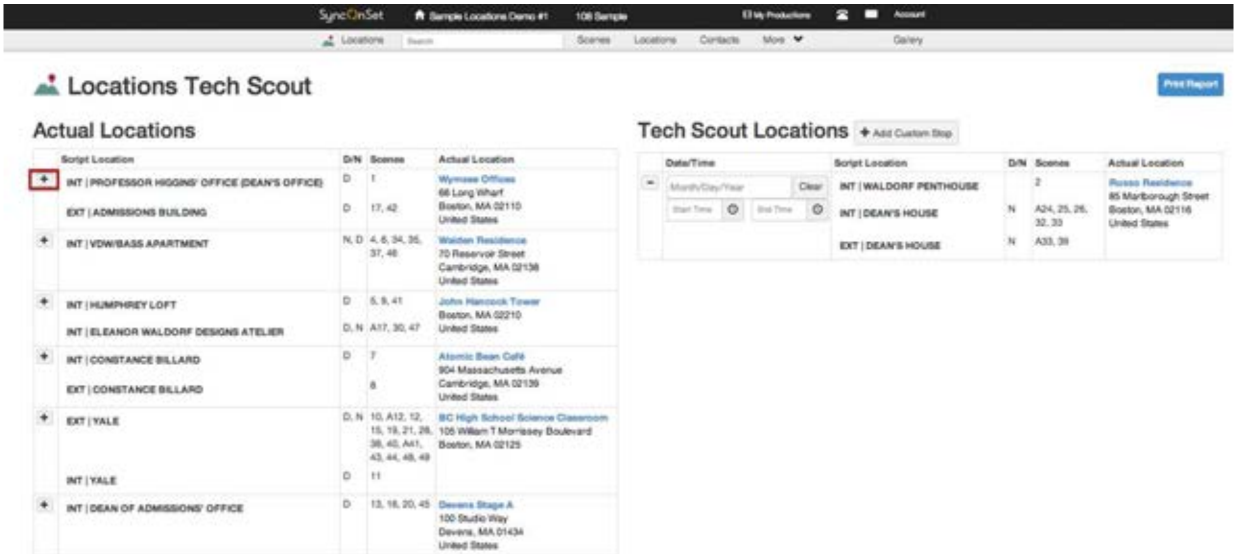
Tech Scout Booklet

Generate a Scout Booklet in seconds. Just select the locations you're visiting and we'll automatically generate a PDF booklet. All of the location's details and their map will be included, saving hours of formatting.

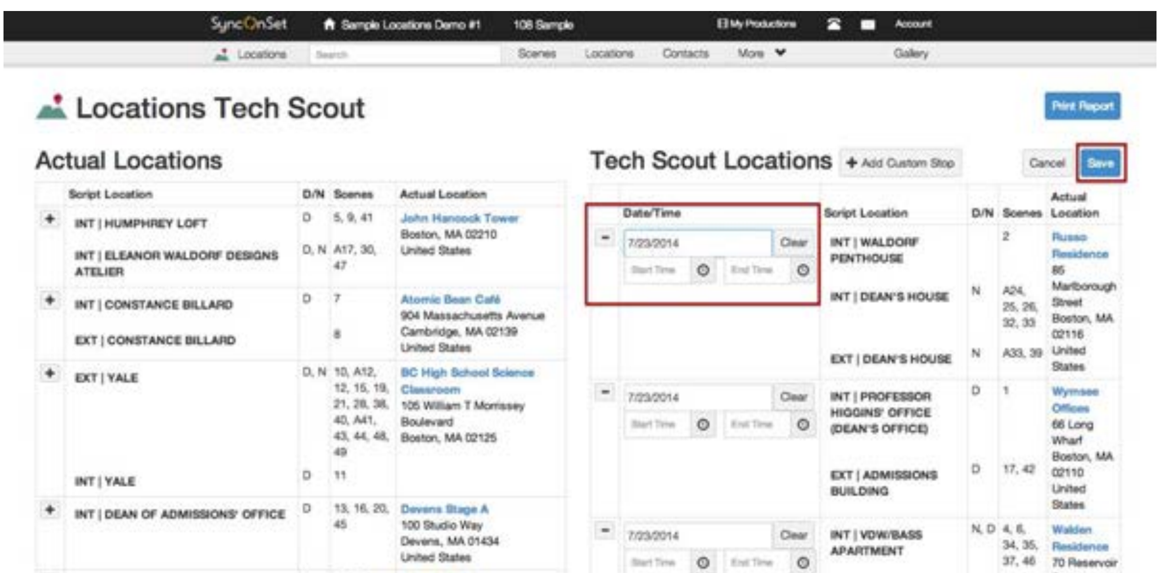
To navigate to Tech Scout, simply hover over "More" from the gray navigation bar and click on "Tech Scout"

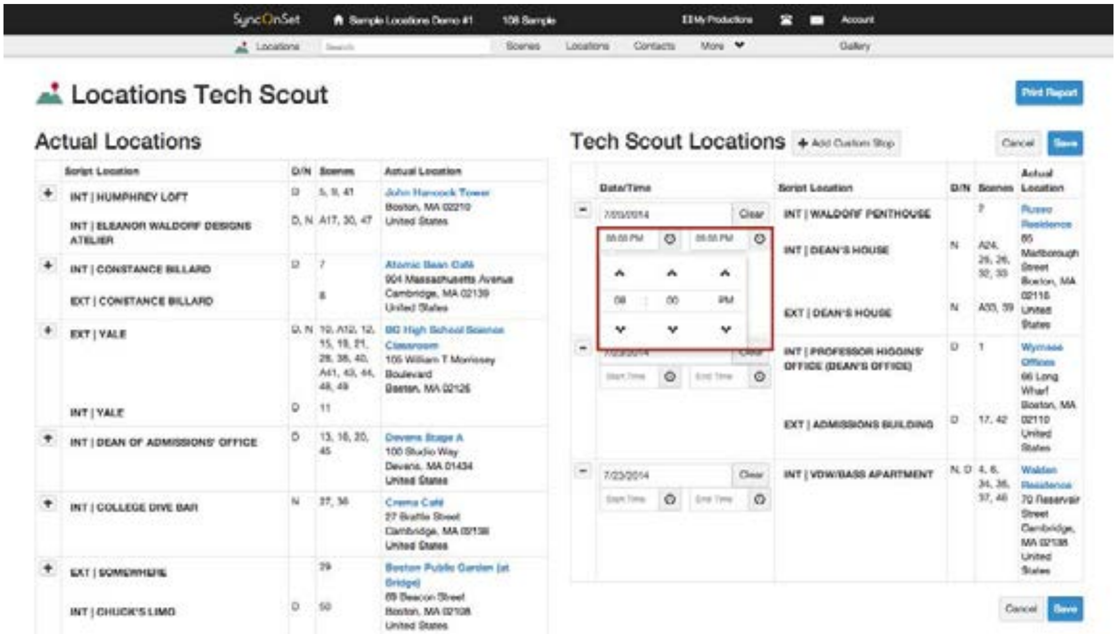


Every Location that has been created as an Actual Location will be shown on the left. All Actual Locations will appear as the order in which they first appear in the script. All Actual Locations that have not been assigned to a Script Location will be listed at the bottom. You can add a Location to your Tech Scout by clicking on the "+" icon next to the Location

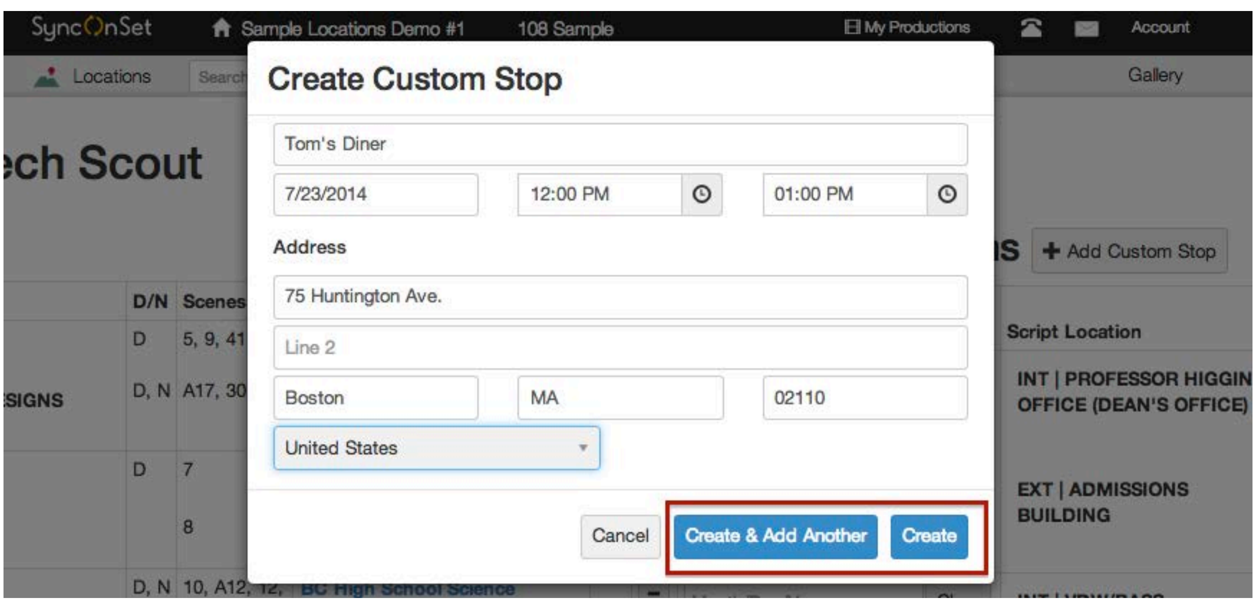


Once you have added the Actual Location to the Tech Scout Location, click on "Month/Day/Year" and choose your Tech Scout Date. Once you enter a date into one Location, all other Locations that have blank dates will also be auto-filled. Enter in your Start Time and End Time and make sure to click "Save". After clicking "Save", the Tech Scout Locations will reorder itself so that the Locations are in order according to the schedule. Please note- you cannot have two Tech Scout Locations occurring at the same time



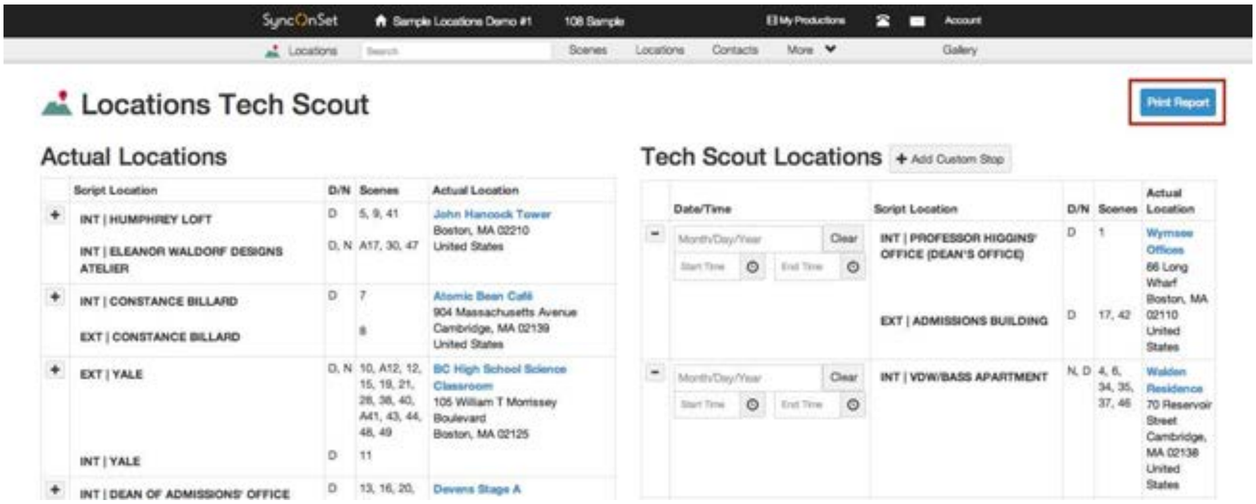


Create a Custom Stop by clicking on the "+ Add Custom Stop" icon. Enter in your information and click "Create & Add Another" to create another Custom Stop or simply click "Create" to finish

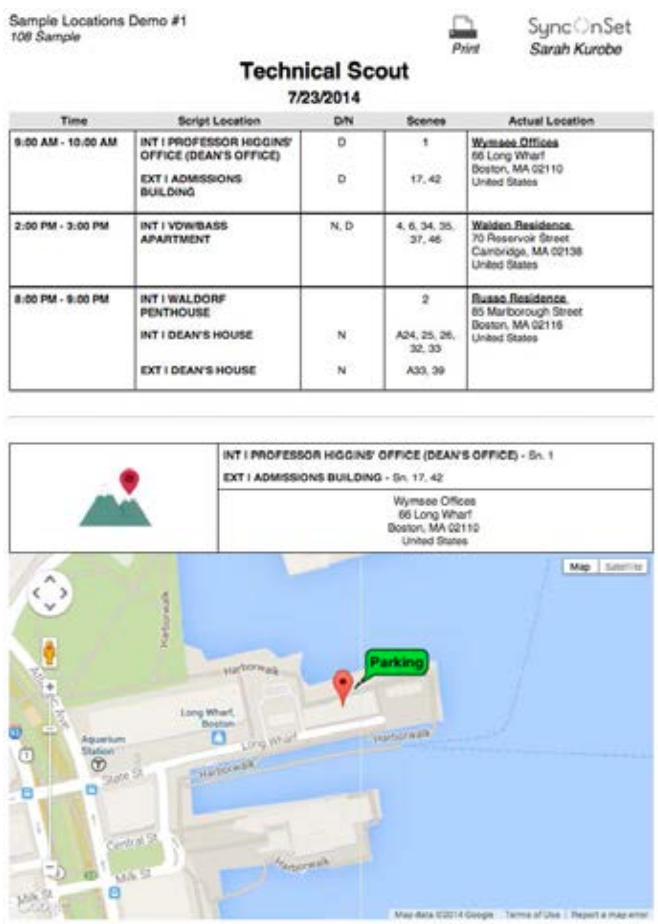


To remove a Tech Scout Location, click on the " – " icon and the Location will be added back to the left column of Actual Locations. If you remove a Custom Stop, you will lose the address information

To print your Tech Scout Booklet, click on the "Print Report" icon to the top left

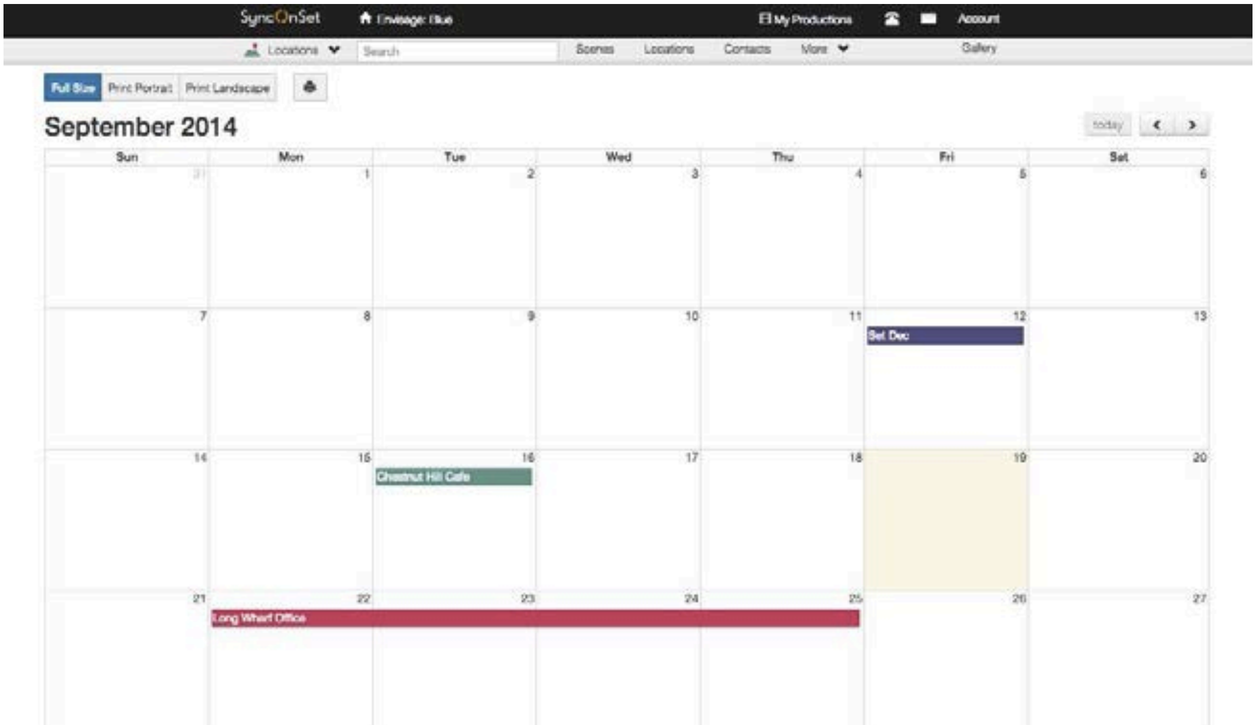


All of the Locations will be ordered according to the Tech Scout schedule and all maps associated with each Tech Scout Location will appear below. At this point, you can adjust the zoom of each map to either show or hide any Pins or Areas that you would like to print. Immediately following each and every map is a Notes page



Shoot Date Calendar

To view your Shoot Date Calendar, hover over "More" from the gray navigation bar and click on "Calendar". Your Shoot Date Calendar will show you all of your Shoot Dates and will show which Actual Location will be shooting on which date



To print the Calendar, select "Print Portrait" or "Print Landscape"

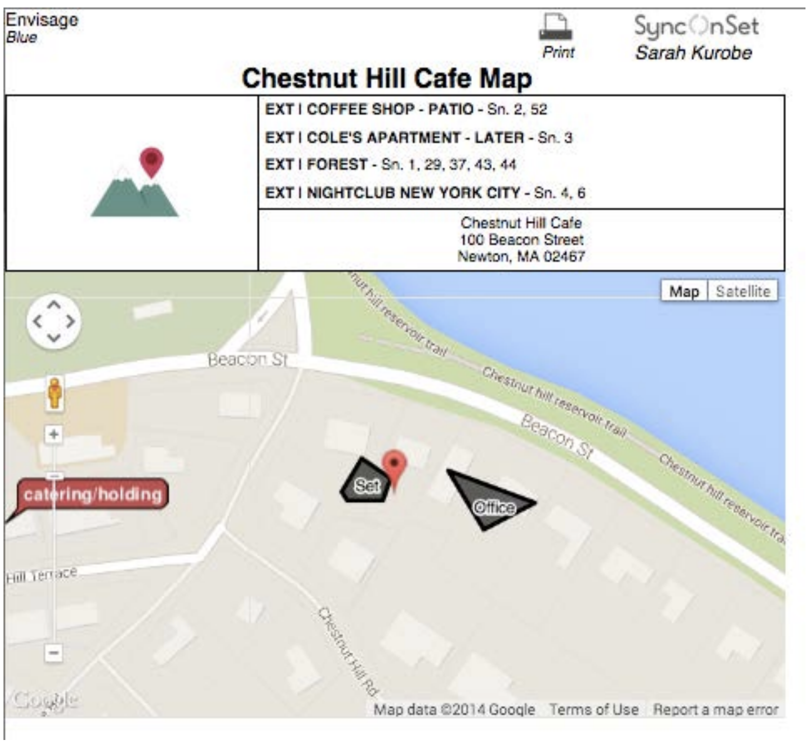
Reports

If you have Direct Contact Permissions, you will see two options to print Locations List Reports. Master and Distro. Master will show all contact information, while Distro will hide phone numbers and e-mail addresses.

Printing the Locations List will print what you see on your Locations Index Page. If you would like to print with Scene Descriptions, make sure to check the "Print scene descriptions" box.

Printing the Master Locations List will show you a column with "Owner" which will include your Contact Information. Printing the Distro Locations List will not have the "Owner" column

The Location Map will print a map of the selected Actual Location and will include all the Scenes that will be shooting at this Actual Location



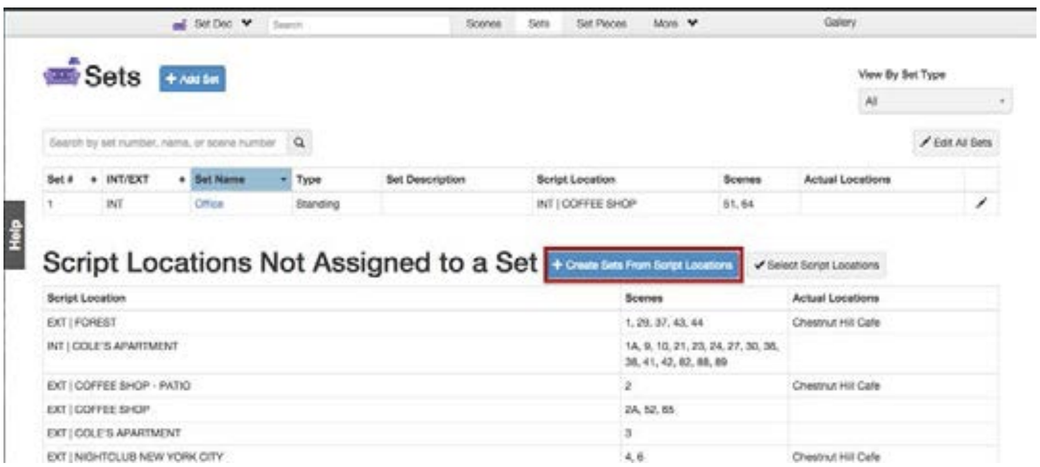
The Locations Breakdown allows you to print a list of how many pages are spent in each Script Location to help plan for how much time may be needed to book the Location

13. The Set Dec Department

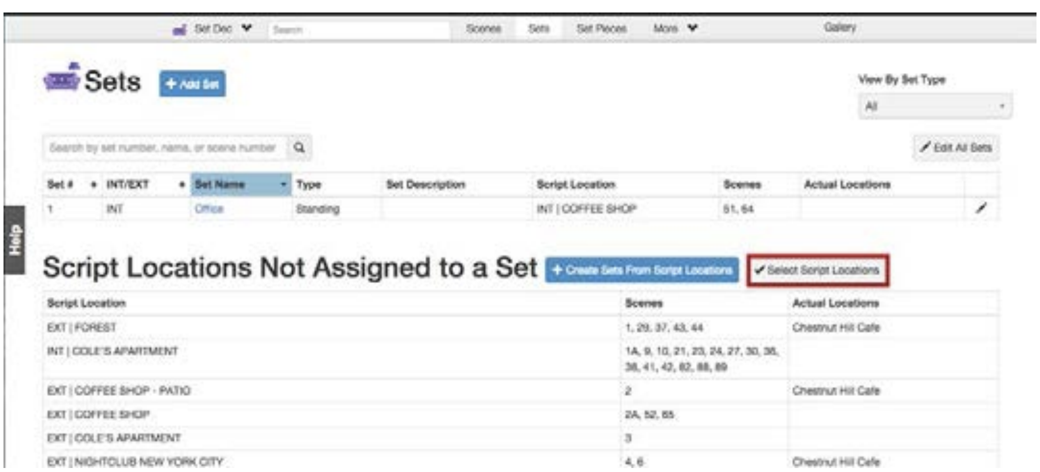
Set Dec allows the Art Department to track all Sets and Set Pieces for your Production. Before adding Sets and Set Pieces, it will be important to check and make sure all Script Locations are entered correctly after you have completed your script breakdown (For more information on script breakdown, refer to pg. 10).

Sets

The Sets Index page will be where users can build out each Set based off of Script Location. To get started building Sets, you can first choose whether to, "Create Sets from Script Locations" which will create all current "Script Locations Not Assigned to Set" into Sets



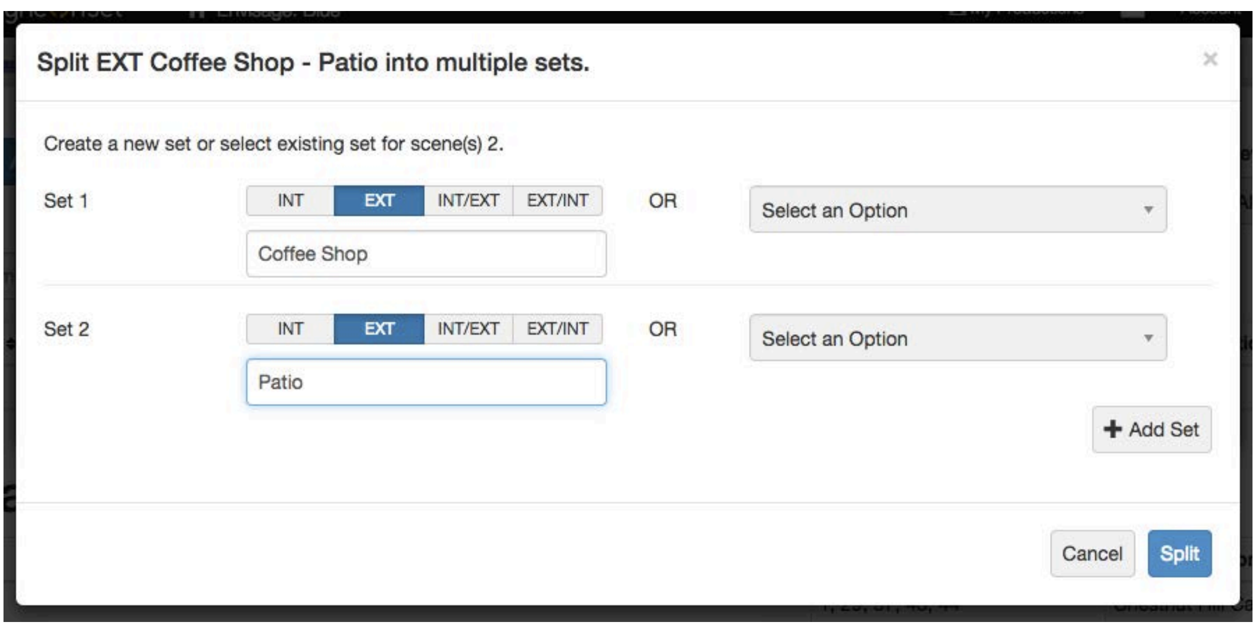
Or you may choose to "Select Script Locations", which will allow you to choose which Script Locations you would like to create a Set for







After choosing which Script Locations to create into Sets, you will have the option to either Reassign/Remove the Script Location or to Split the Script Location. Splitting is utilized when Scenes have more than one Script Location that will require two (or more) Sets

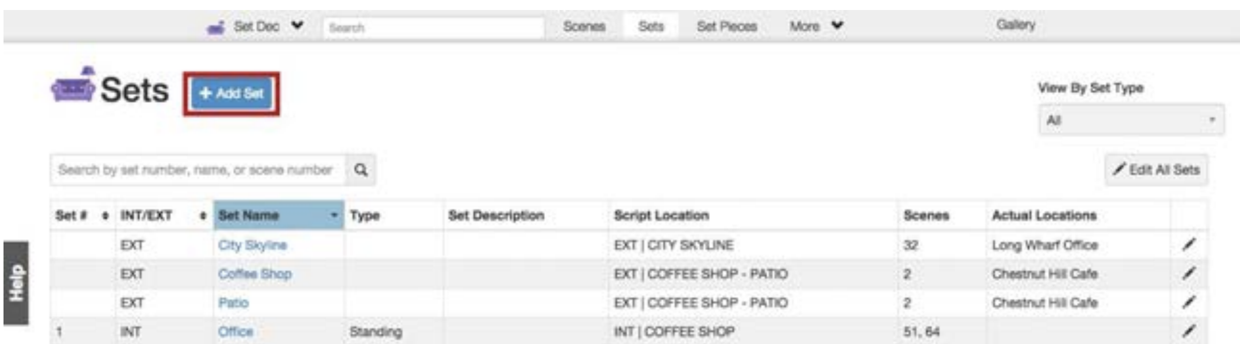


Enter in the name of each Set or Choose from the Drop-down. Once you've entered in the name, click "Split"

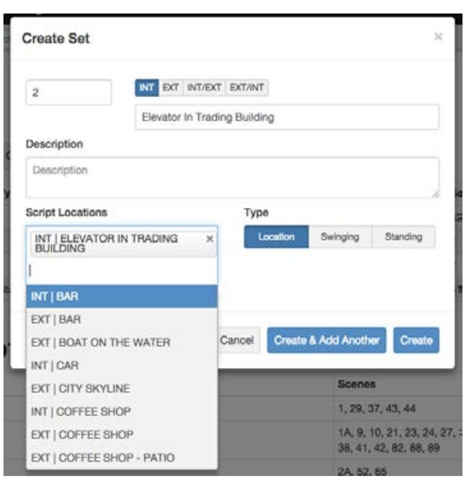
You will see that all Script Locations are now separated so that each Script Location will have its own Set. Hit "Create" and all of your listed Script Locations will be created in Sets



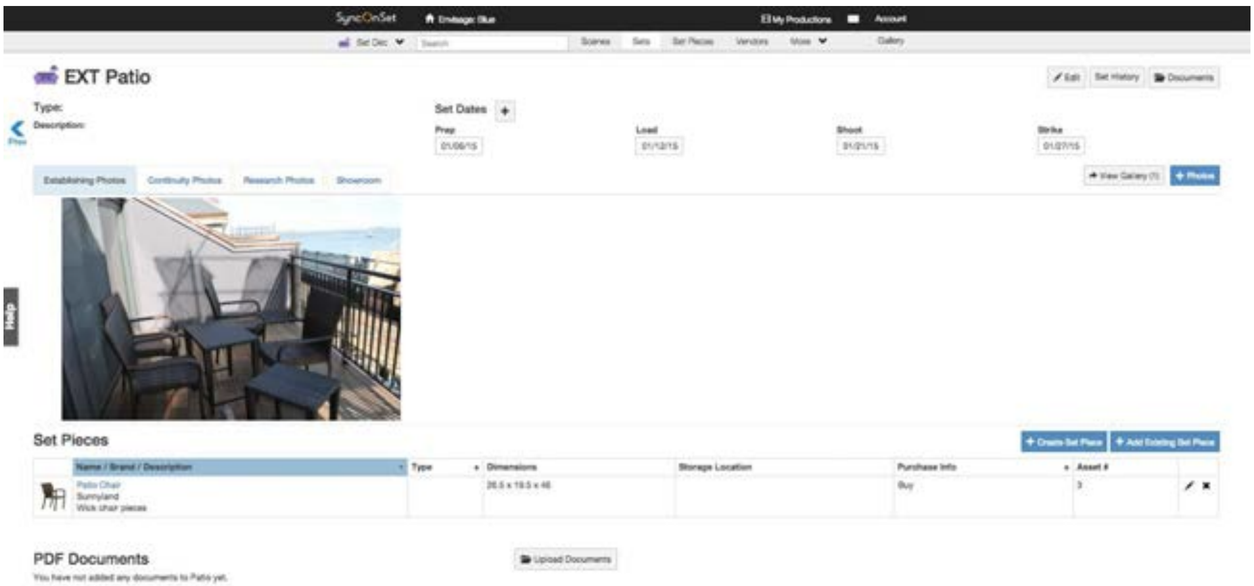
Another option to create a new Set is to click on "Add Set" from the Set Index page



After hitting "Add Set", you will be able to input a Set Number, Description, Choose which Script Location this Set is for as well as choose if this Set is a Location, Swinging or Standing. Hit "Create & Add Another" to continue creating Sets or simply click "Create"

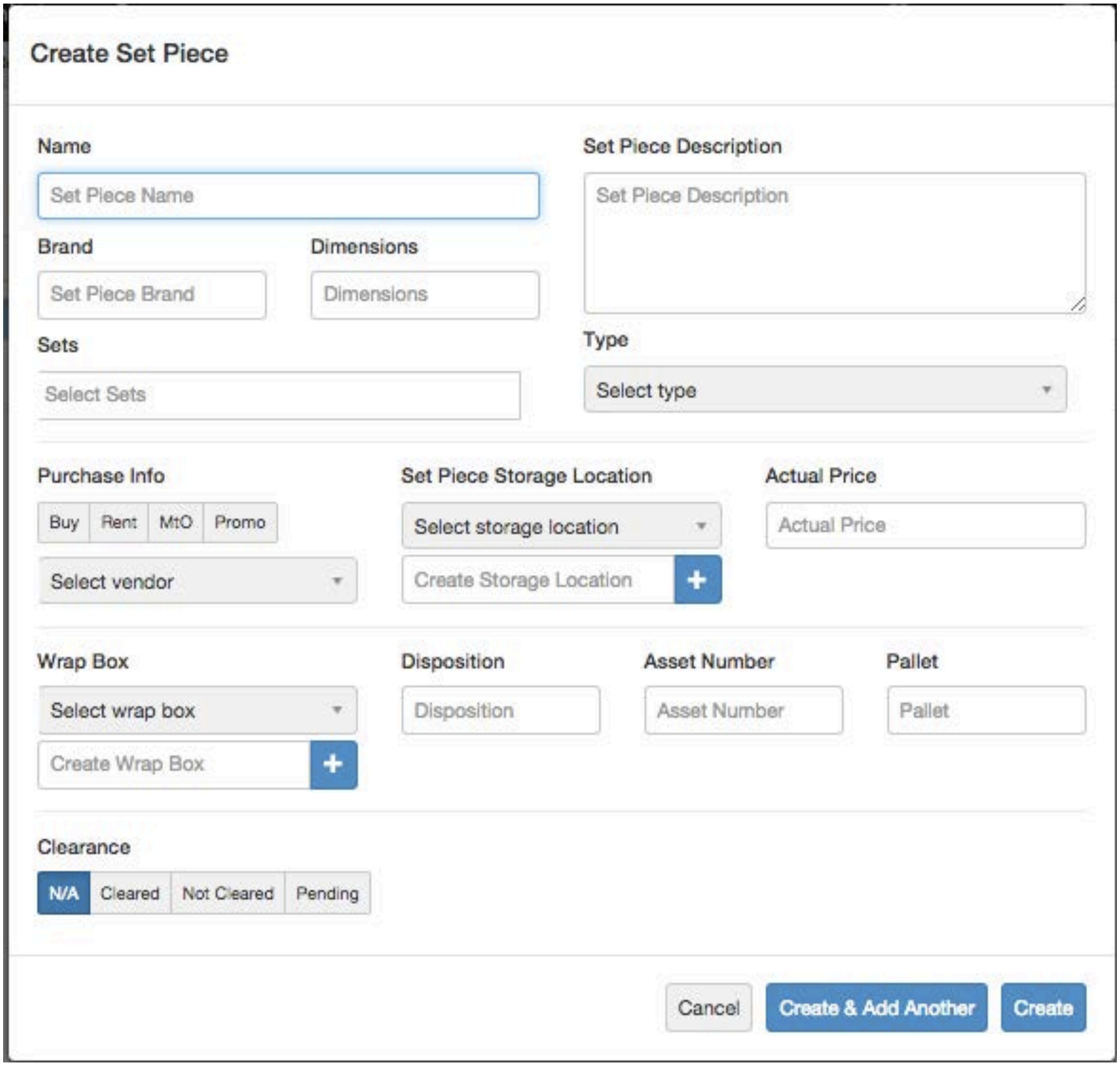


Once you've created your Sets, click on the Set Name to view the Set Detail Page. This will be the page where you can add Photos such as Establishing, Continuity, Research and Showroom (for information on adding photos, please refer to pg. 23), as well as add Set Pieces. You can also add your Set Dates such as Prep, Load, Shoot and Strike by clicking on the + icon located next to "Set Dates". You also have the option of uploading PDF Documents to your Set such as POs that you can reference as you add your Set Pieces



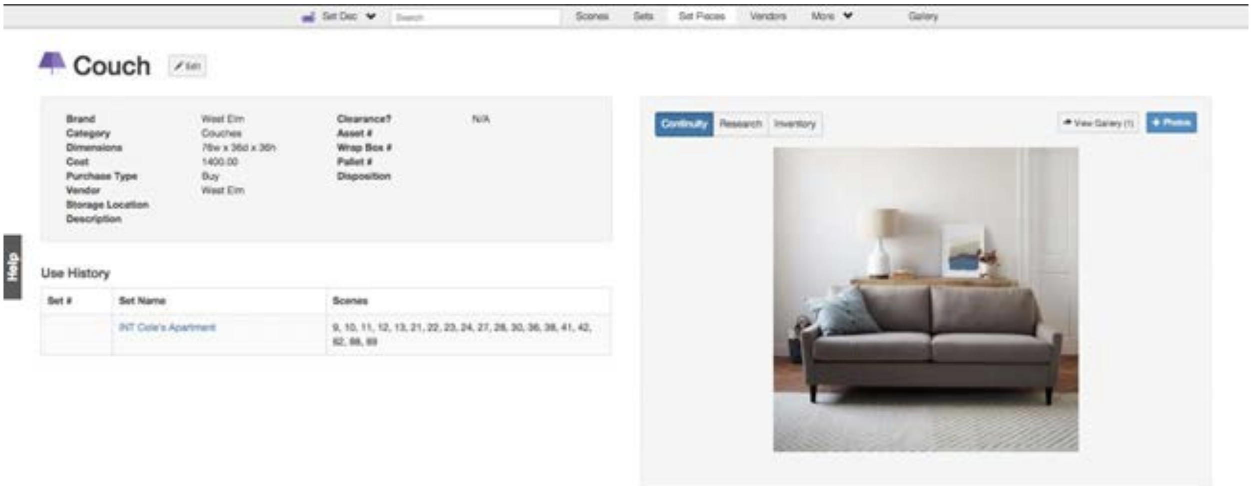
Set Pieces

To begin, click "Create Set Piece" to begin adding Set Pieces to your Set. Add all relevant information, and hit "Create & Add Another" to continue creating Set Pieces, or hit "Create"



Once you've created your Set Piece, you can click on the name of the Set Piece to be taken to the Set Piece Detail Page.

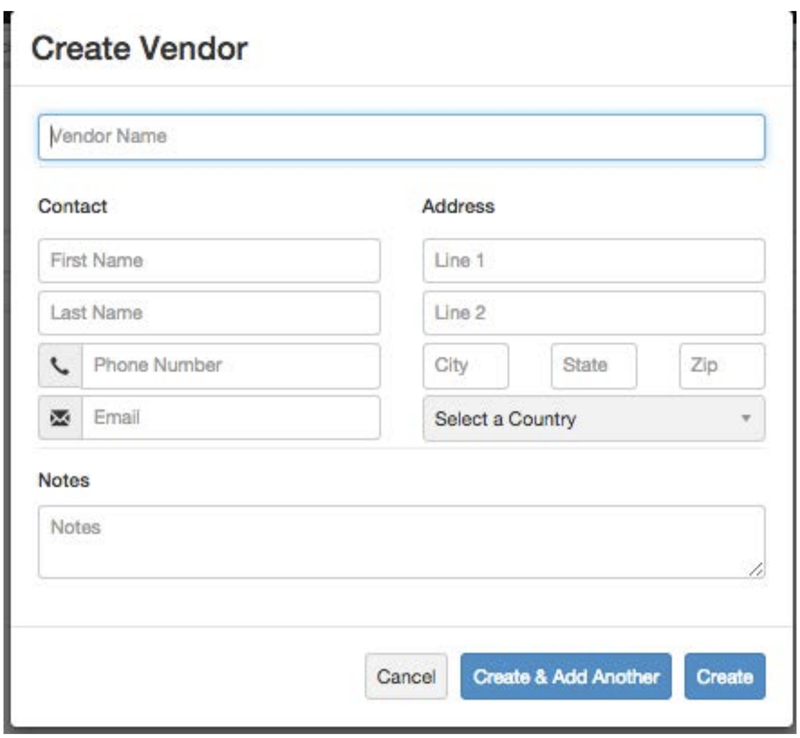
Your Set Piece Detail Page is where you can edit your Set Piece information and easily add Continuity, Research or Inventory Photos (for more information on adding photos, refer to pg. 23).



Vendors

On the Vendors page, add all your vendor contact information and notes. To create a new Vendor, click Vendors from the grey navigation bar.





Once on the Vendor Index Page, click on “Add New Vendors” and enter all pertinent information and hit “Create & Add Another” to keep creating Vendors or hit “Create” to complete

Set Reports

From the Reports page (hover over “More” from grey navigation bar and click on “Reports”) you can generate a Set List report or an Asset Inventory List Report.

The Set List Report will breakdown all your Sets by Standing, Swinging, Location and Other and will include your Set Description as well as your Actual Location

Set List - 11/24/2014
Envisage
Blue

Print

SyncOnSet
Sarah Kurobe

Standing Sets

Set #	INT/EXT	Name	Description	Actual Location
1	INT	Office		

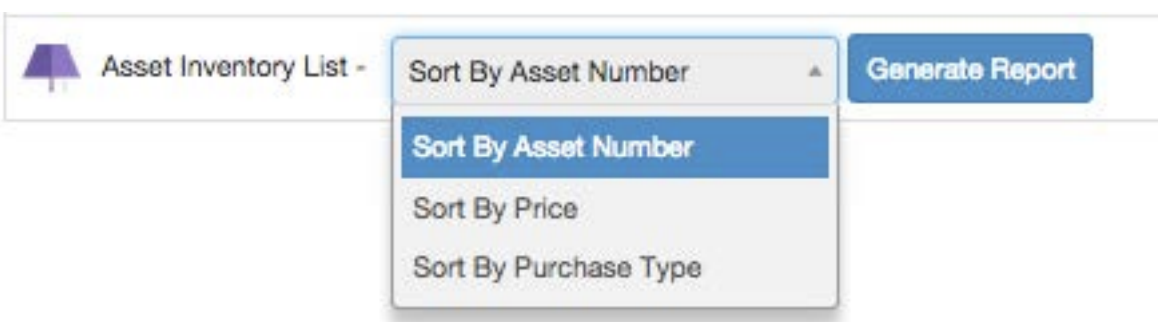
Location Sets

Set #	INT/EXT	Name	Description	Actual Location
2	INT	Elevator In Trading Building		

Other Sets

Set #	INT/EXT	Name	Description	Actual Location
	EXT	City Skyline		Long Wharf Office
	EXT	Coffee Shop		Chestnut Hill Cafe
	EXT	Patio		Chestnut Hill Cafe

The Asset Inventory List can be sorted by Asset Number, Price, or Purchase Type



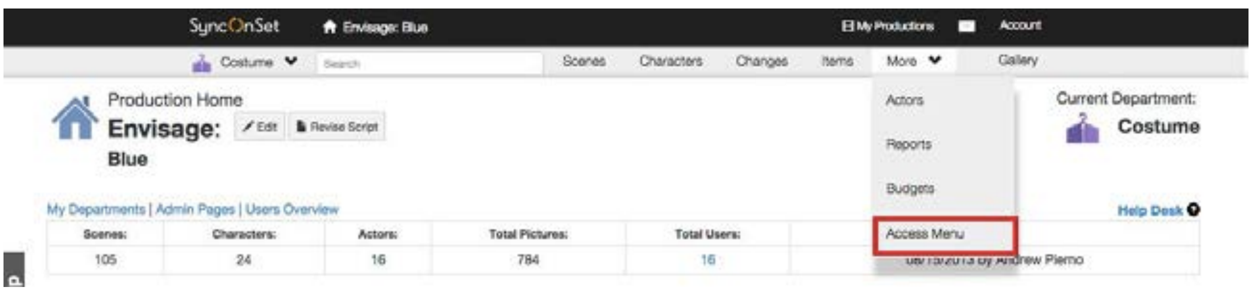
This Report will include your Asset Number, Piece Name, Description, Cost, Purchase Type, Location, Disposition and Set #s

Adding Team Members and Permission Levels

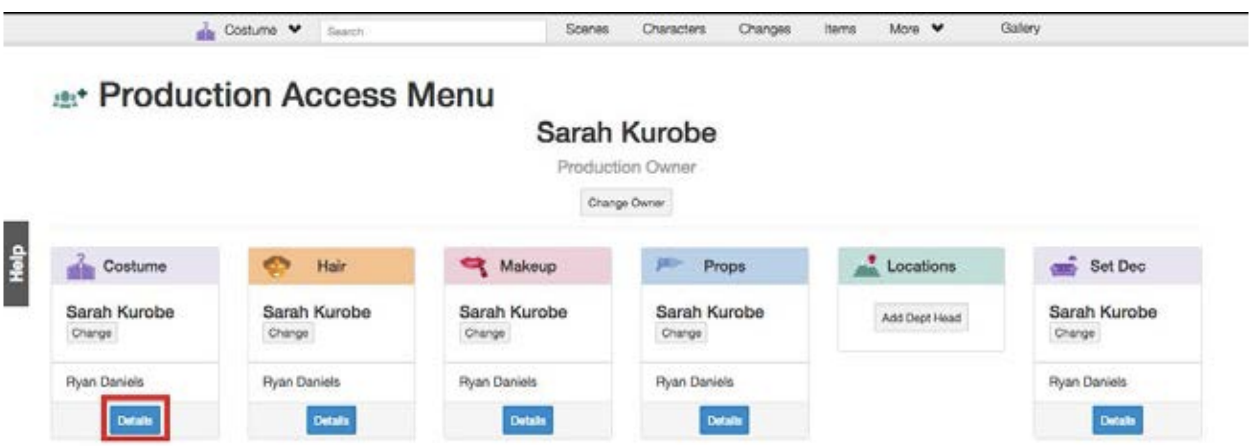
Sync OnSet was designed for collaboration: as a cloud-based tool, your whole team can access, view, and edit all of the photos and notes on your project. Understanding many project teams can be large, we have designed a specific set of permission levels to give you the choice of which information each user can view and edit.

Inviting team members to your production

To add new members of your team, navigate to your Production Homepage and scroll down to Production Access Menu. You can also hover over "More" from the gray navigation bar and select "Access Menu"



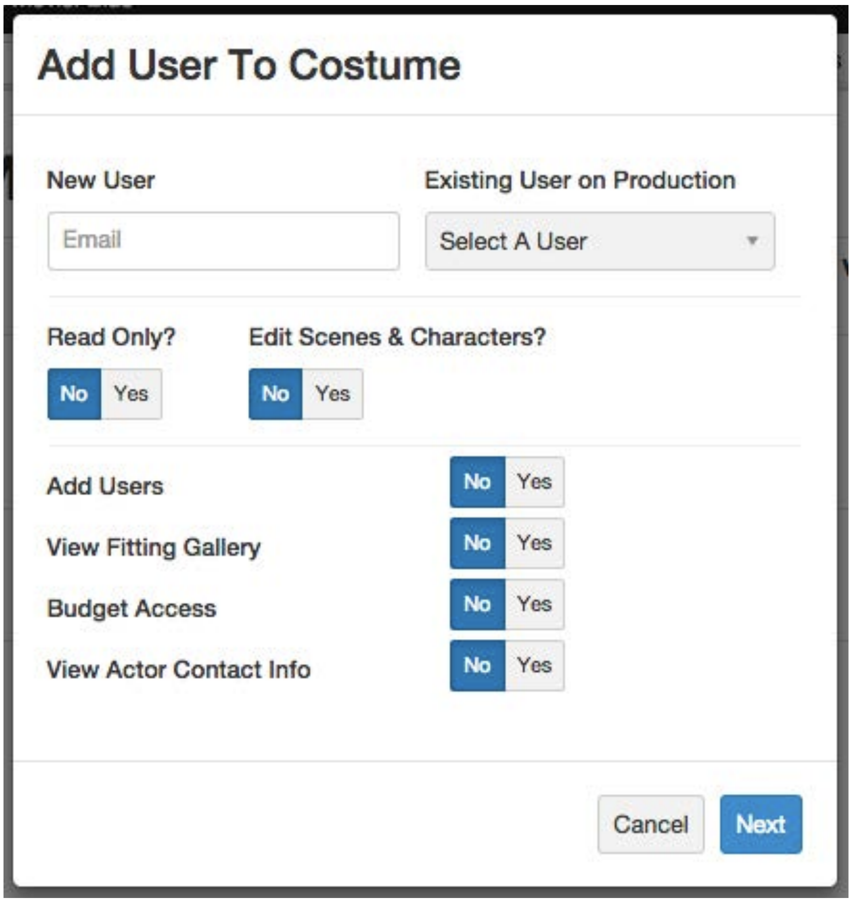
1. Select which Department you would like to add the User in and click "Details"



2. Select "Add User" [Note: Only Production Owners, Department Heads or those with "Add User" Perms will be able to add users into the Production]



3. Enter in the New User's Email or select an Existing User on Production and choose what permissions you would like to add for the User and hit "Next"



1. **Production Owner:** This is initially the user who created the Production and did the first Script Breakdown. This user will have the ability to add, change and remove Department Heads. The Production Owner will only have full access to the department that they initially chose in their Script Breakdown unless they are invited into a different department by a Department Head. The Production Owner also has access to Actor information and script admin access [can edit Scenes & Characters].

2. **Department Head**: The Department Head can add and remove users into their Department and also have the ability to manage all of their department's permissions.

3. **Department Access:** Giving a user department access allows them to view or edit photos, notes and breakdowns within a department. For each department there is a range of permissions:
   - **Read Only:** If yes, the user CANNOT make any edits or updates. User CANNOT add photos or tag photos.
   - **Edit Scenes & Characters:** If yes, user will be able to add, edit and remove Scenes and add, edit and remove Characters.
   - **Add Users:** If yes, user can invite other users to the production and send dashboard messages to producers/directors.
   - **View Fitting Gallery:** If yes, user can see all photos Tagged to "Fitting Gallery"
   - **Budget Access:** If yes, the user can see the Budget Tab and budgeted price for items
   - **View Actor Contact Info:** If yes, user can see the actor's contact information on the actor page

Inviting team members to your department

If you are given access to add users to your department from your Department Head, you can add users to your department from your department home page or from hovering over "More" and selecting "Access Menu"

You then enter in the users email and follow the instructions to set permission levels. To edit, select the to change each user's permission levels. These will update immediately, and can be changed as often as you need.

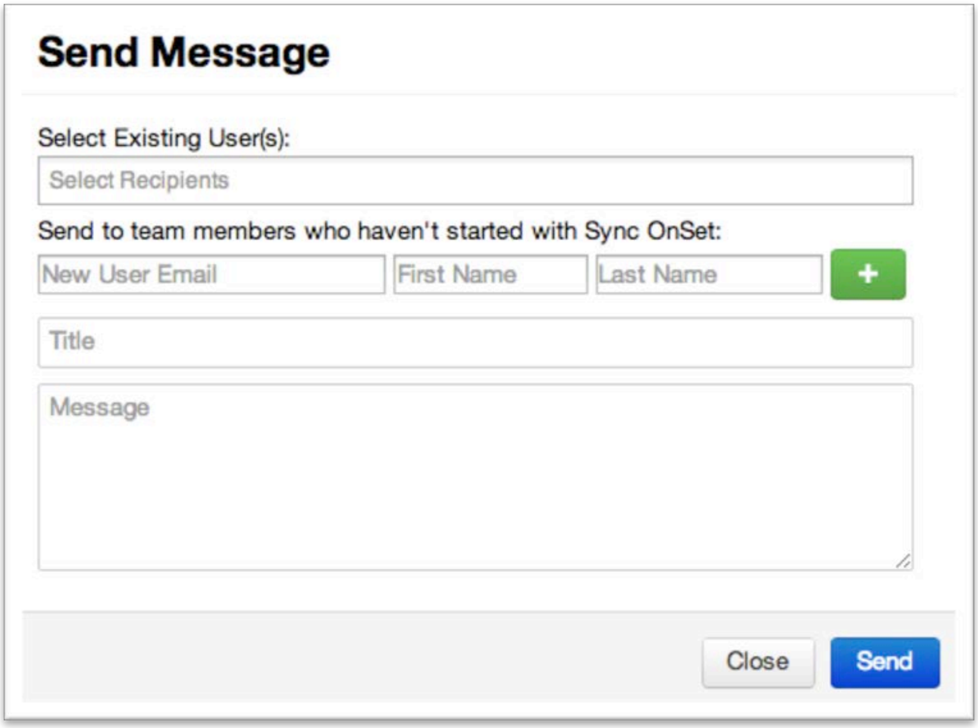
Production Dashboard

The production dashboard makes it easy and secure to share photos with Producers, Directors, ADs, and other members of the production for approval and collaboration.

Sharing Photos to the Dashboard

You can share photos to the Production Dashboard from any photo gallery.

1. Navigate to a photo gallery or department photo gallery
2. Click "Select Pictures to Share with Team"
3. Click the "Select All Pictures" to share entire gallery or select individual photos. The photos that are selected will be greyed out with a checkmark
4. Click the blue "Share" button in the top left of the gallery
5. Select the recipients for the photo – you can now send invitations to those team members that are not already signed up for Sync OnSet

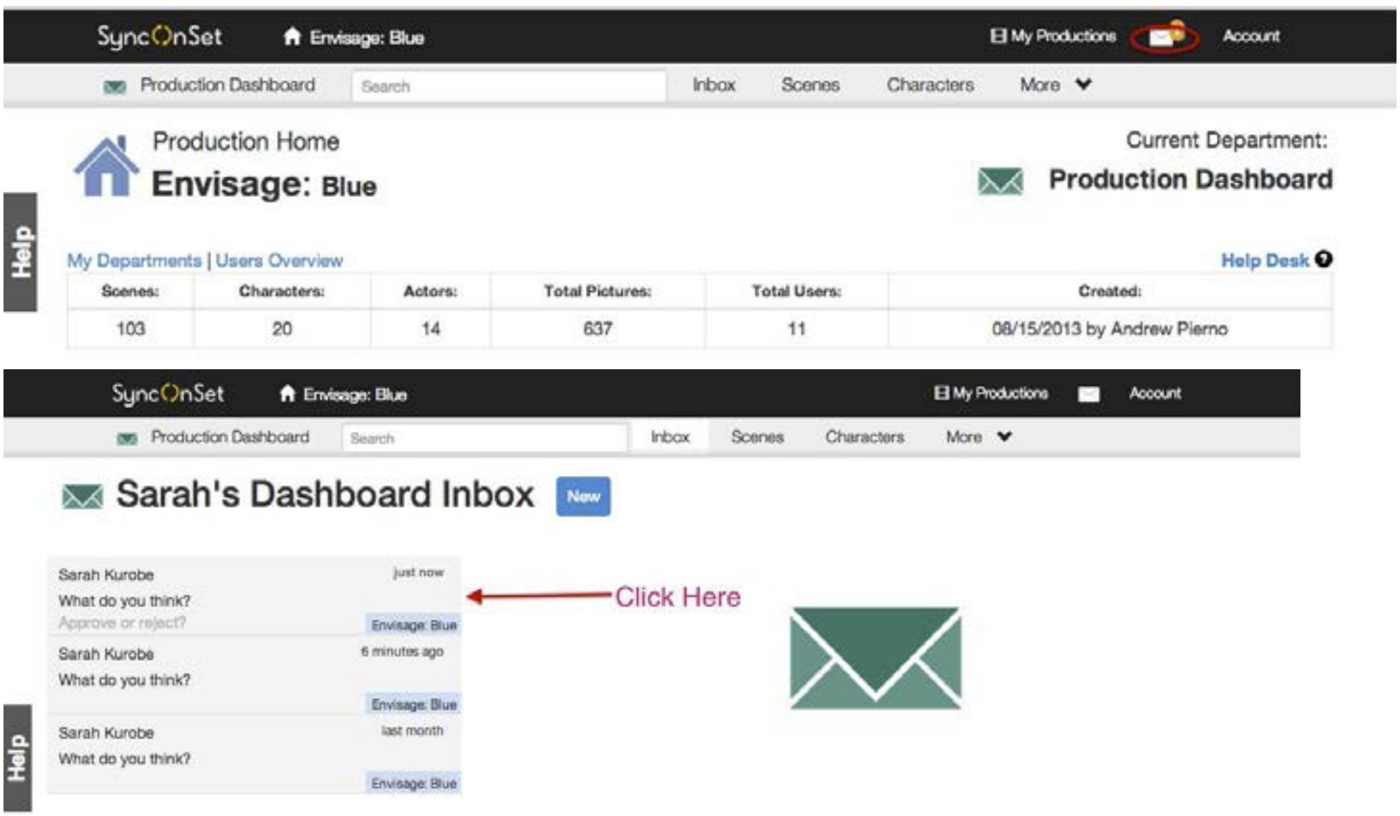


You can send dashboard messages to members of your existing team or to new team members outside Sync OnSet. When you send a message to a team member outside of Sync OnSet, they will receive a confirmation email that will allow them to create a password to securely view the invitation that you have sent to them.
Here is what a message form will look like:

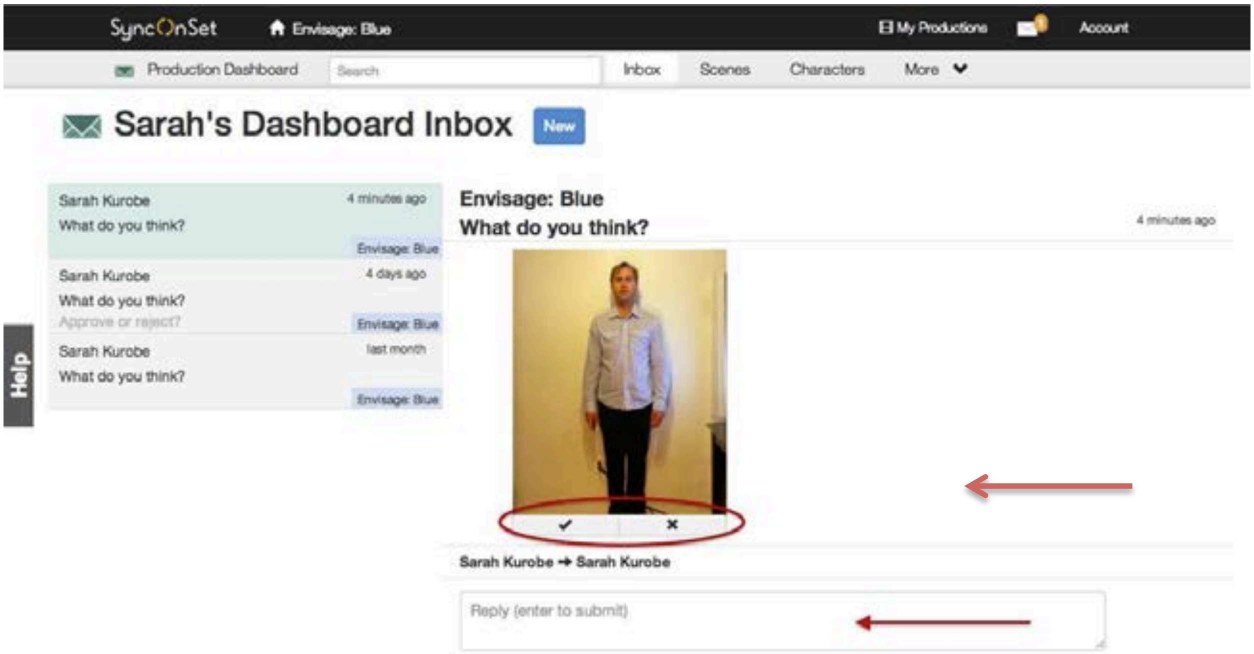
Receiving Dashboard Messages

If a member of your production has shared photos and messages with you, you will automatically receive an email message notifying you of the new Dashboard update.

When you log in, you will notice a number next to the envelop in the Nav-Bar, indicating how many messages you have unread.



The production dashboard shows all the albums you have sent or received. You can comment on the album by typing in the open text field:



Clicking on the album will reveal all the photos in the album. You can also view and add comments on each individual photo. To approve or reject a photo you can hit the check or X

iPhone, Android and iPad app

Getting Started with the Mobile App

To use the Sync OnSet iPhone, Android and iPad app, you need to first register online and set up your first production. Please refer to section 1 (Registering and getting started) and 2 (Creating your first production) of this manual. Once you have registered and created your first production, you can download the Sync OnSet app directly from the Apple App Store by searching "Sync OnSet" in the app store. You can also download from iTunes at this link: https://itunes.apple.com/app/sync-onset/id548827301?ign-mpt=uo%3D5
After downloading the Sync OnSet app to your iPhone/iPad or Android, open the app and login using the same username and password you used when you registered.

When you first open Sync OnSet on your mobile device, it may take a few minutes for the app to download and sync all of your information from the web app. Once everything is synced, you will see the Episodics or Features that are available for you to view and edit. The following section in this manual will describe the navigation of the mobile app.

Navigating in the Mobile App

The home screen on the iPhone, Android and iPad gives you quick access to all of your Episodics or Features. For the iPhone/iPad, If you swipe from left to right, or press the button in the upper left hand corner you can access the main pages: Scenes, Characters, Changes, Items and Actors.

Mobile App Navigation by Page

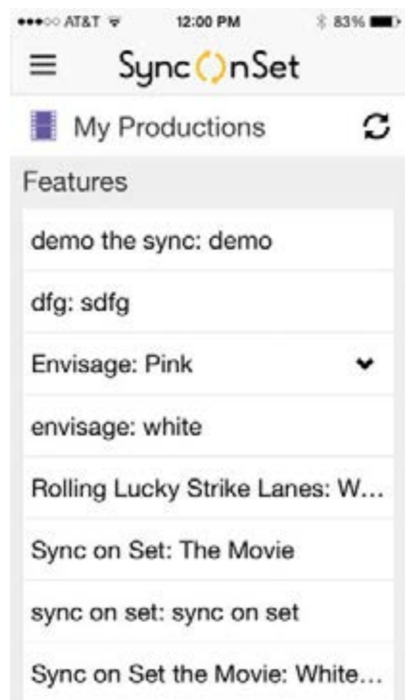
Login Screen

When you open the app on your iPhone, Android or iPad you will be prompted to enter your Username and Password. This is the same password from your Sync OnSet account on the web app. In order to login, you must have already created an account at www.SyncOnSet.com



My Productions

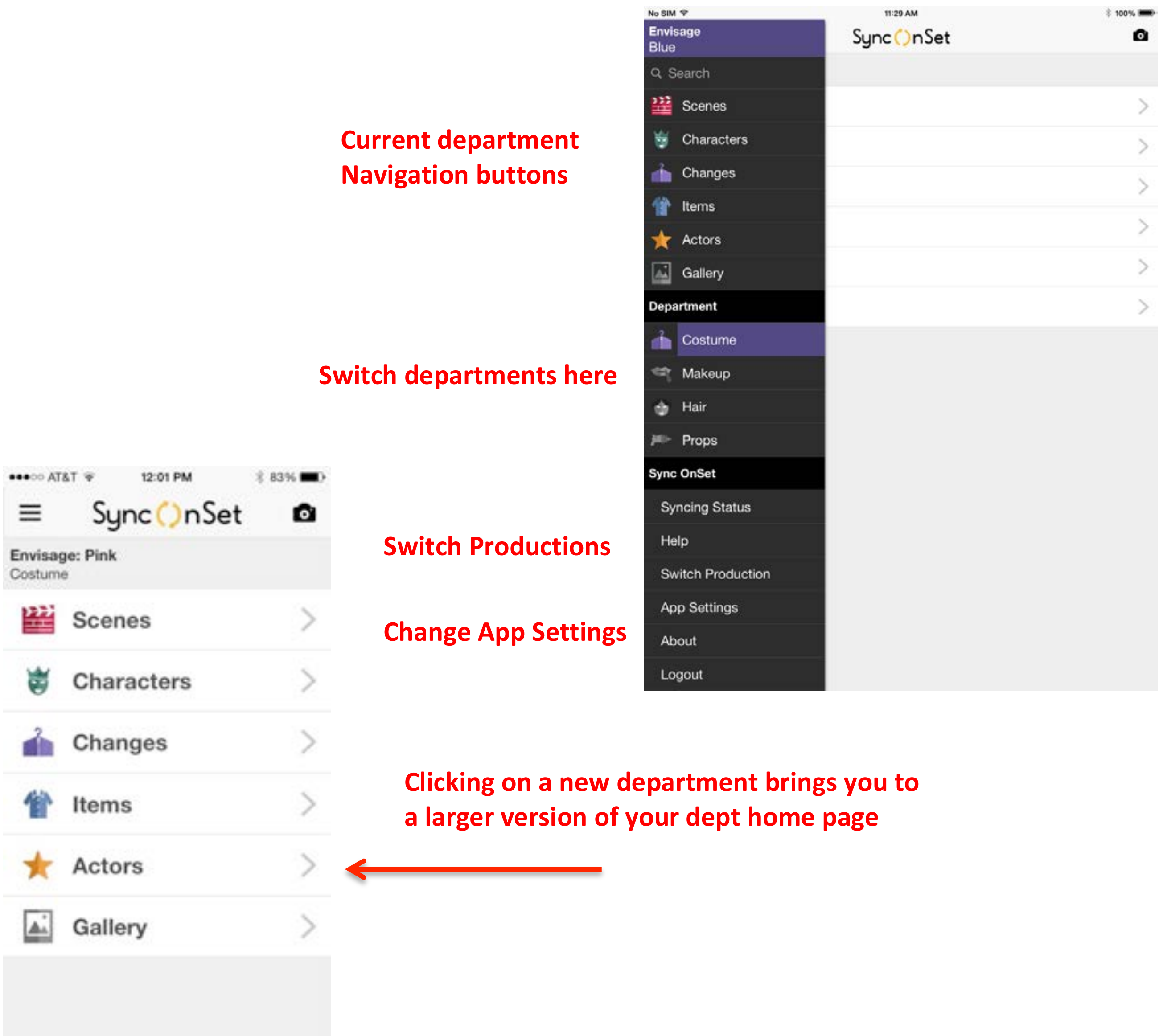
My productions is what you first see when you log into the app. This page has a list of every production you have access to. Just click the production you want to begin working on to get started. Below is an example of what you will first see when logging in:



Navigation Menu

The Navigation Menu is located on the left part of your mobile screen. To view it any point, simply swipe from off screen left to on screen right. From here you can view the Navigation for the department you are currently in on top, or select a new department from the department list located in the middle of the Navigation Bar.

If you select a new department such as Costume, Hair or Makeup, you will be brought to that department's navigation screen pictured below on the right. Here you have a larger version of the navigation bar on the left designed specifically for that department.



Department Index and Detail Pages

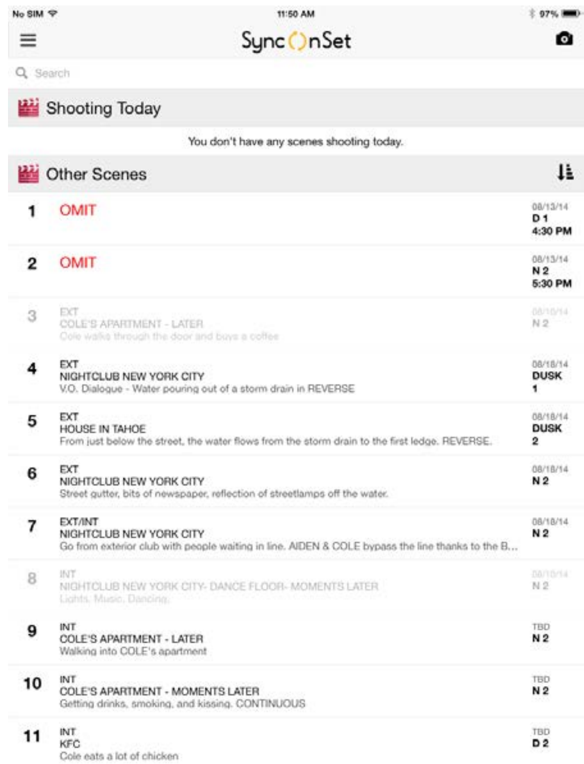
The mobile part of the manual is detailed for the costume department. If you are working in the Hair and Makeup departments, all the same actions apply, but with different names. For example, in Hair & Makeup, changes are called looks. In the Hair & Makeup departments there are not items, and therefore when tagging, you can only tag to looks in scenes.

Scenes Index

Similar to Sync OnSet's Web-app, the Mobile App lists the Scenes on the main Scenes Index page. To access this, click the Scenes button from the Navigation bar or from your specific department's home page.

All Scenes that you are shooting today will show up at the top under Shooting Today. Scenes that have yet to be shot or that are TBD will show up in black while Scenes that have already been shot will be gray and faded out.

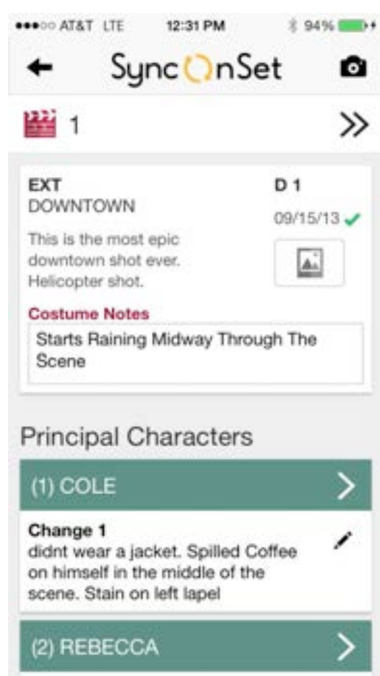
To search for a scene, press the search button.



Scene Detail

The scene detail page allows you to see details about the scene selected including script day, location, and a list of characters in this scene.

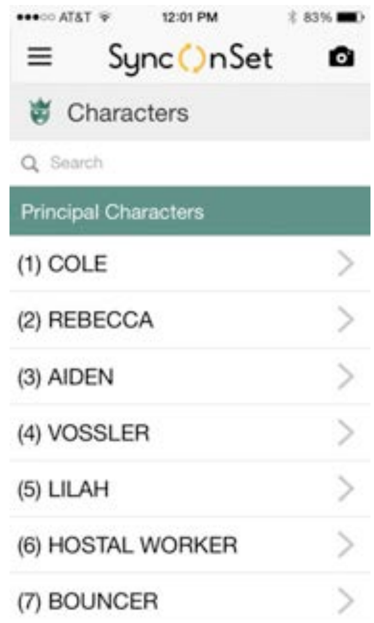
You can edit changes by clicking the "Edit Change" button and view the change detail pages by clicking on the change number you wish to view under the characters listed.



Character Index Page

Here you can view a list of all the characters in the production. To access this index, click on the Characters button in the Navigation bar or on your department home page.

By clicking on a character you are brought to the character details page.



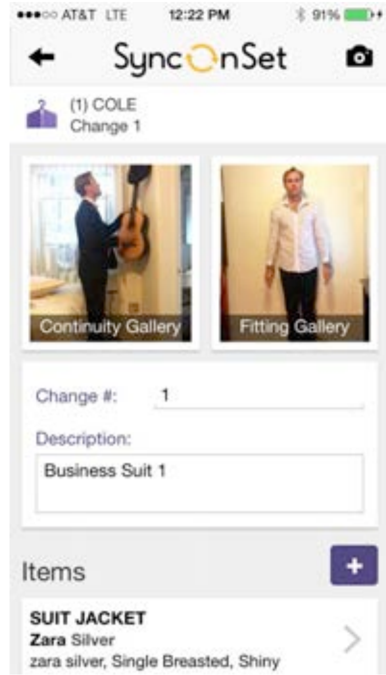
Changes Index Page

The changes index page allows you to see a list of all the changes created for this production. To access this index, click on the Changes button in the Navigation bar or on your department home page. Click on a Character's name and then their change to be brought to the changes details page.

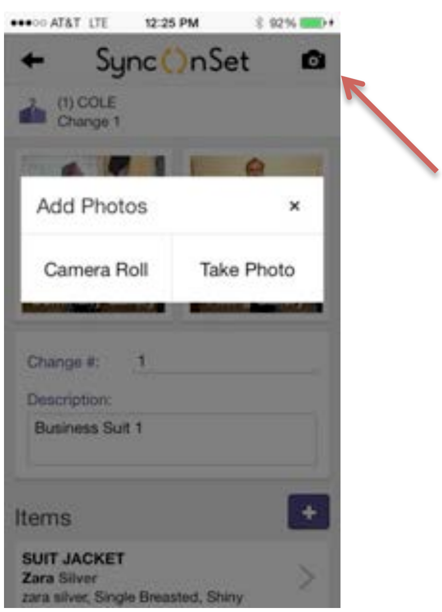


Change Details Page
In the change details, you can view the Change and Fitting gallery for this change, the items associated with this change, and the scenes this change will appear in.
If you select the camera button in the upper right hand corner, you can add photos from your camera roll or take pictures right on the spot to tag them to this change.

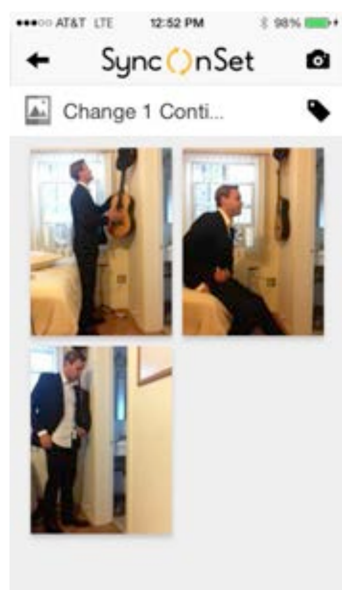
If you scroll down you can see the scenes this change appears in. Clicking into one of these scenes brings you to the scene detail page.



Clicking on the camera button allows you to add photos to this change, see below:



Clicking into the change gallery allows you to tag the photos in the gallery to specific scenes, see below:

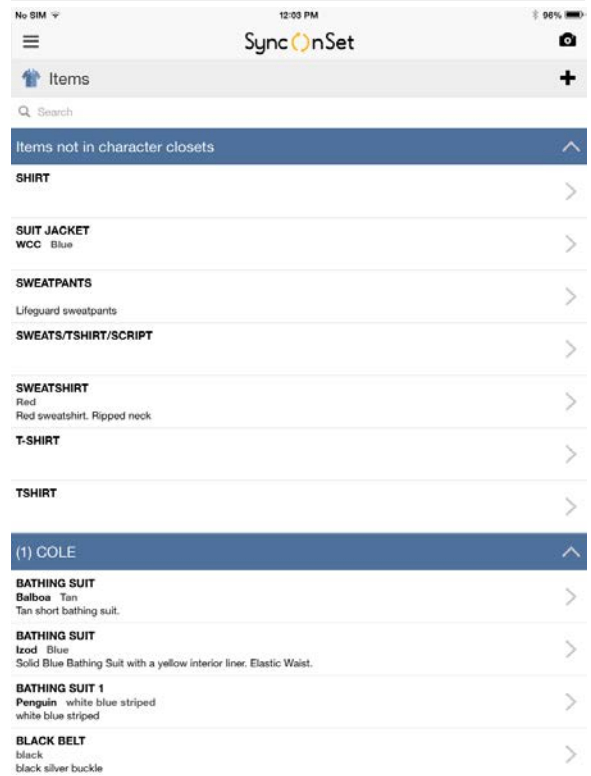


Items Index Page

The items index page allows you to see a list of Character Closets. Once you click on the Character's name or Items not in Character Closets, you will see a list of all Items. To access this index, click on the Items button in the Navigation bar or on your department home page. You can create a new Item at any time by clicking on the + icon in the upper right corner beneath the camera icon.

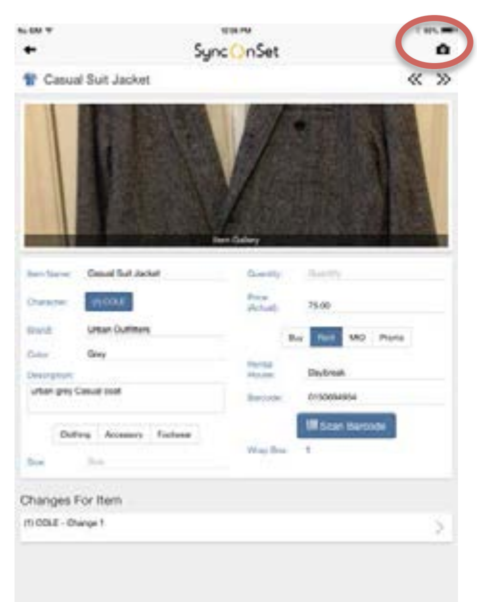


By clicking on an item you are brought to the items details page.



Items Detail Page

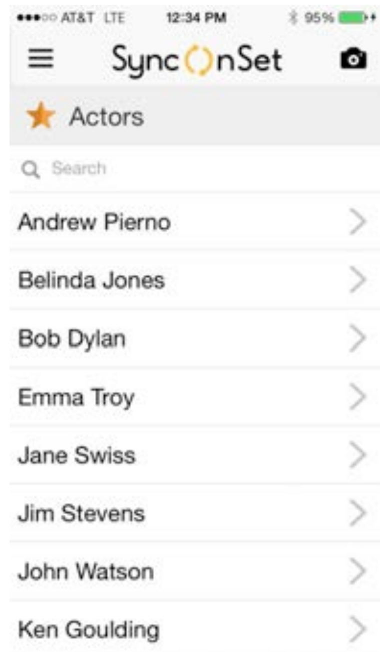
The items detail page gives you all the information about the item you selected. You can edit any of the fields and add as much information as you need, using the Description field to add detailed descriptions.

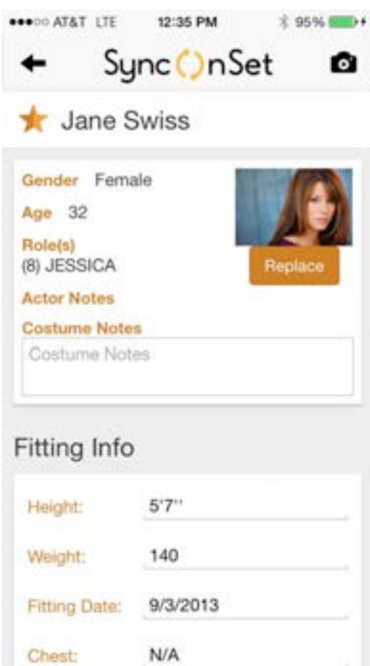


Select the camera button in the upper right hand corner to add a photo of this item and tag it right to the item on this page. You can select photos from your mobile device's camera roll or take a picture right on the spot.

Actor Index Page

The actor index page allows you to see a list of all the actors added for this production. To access this index, click on the Actors button in the Navigation bar or on your department home page. By clicking on an actor you are brought to the actor's details page.



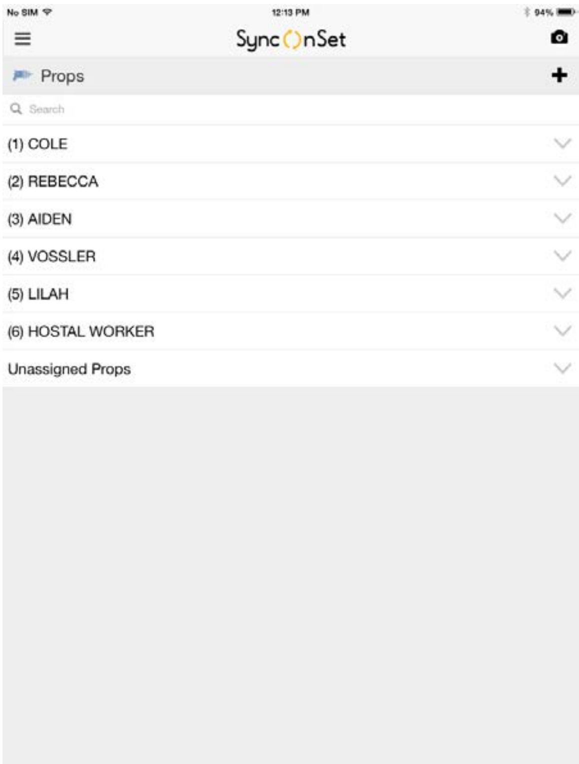


Actor Details Page

The actor details page gives you all the information about this specific actor, including a headshot for quick reference. You can add costume notes here as well as edit and view actor fitting information.

As you scroll down on the actor details page, you can view this actor's contact information, if you production admin has given you access to this information.

Prop Index Page



The prop index page allows you to see a list of each Character's prop closet. Clicking on the Character's name will show you the props added to that Character's closet. To access this index, click on the Props button in the Navigation bar or on your department home page. By clicking on a prop you are brought to the prop details page.

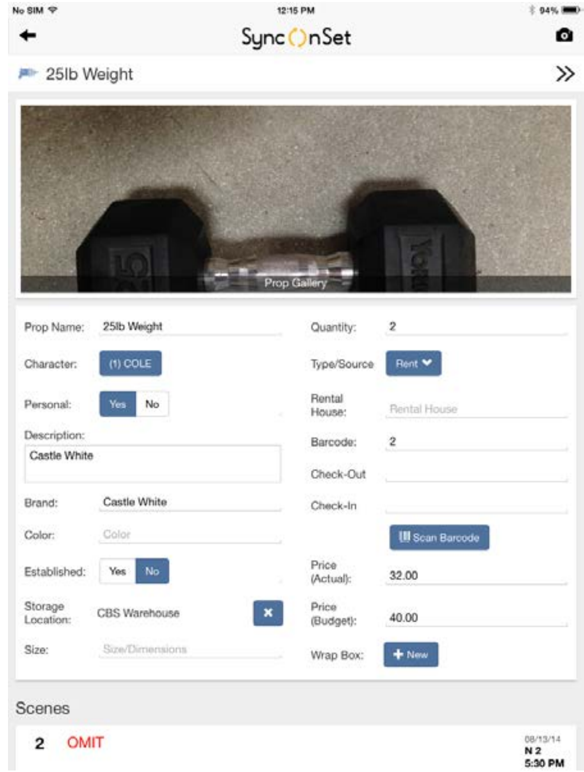


Prop Details Page

The props detail page gives you all the information about the prop you selected. You can edit any of the fields and add as much information as you need, using the Description field to add detailed descriptions. Below the Prop details you will also see a list of Scenes the Prop is in.

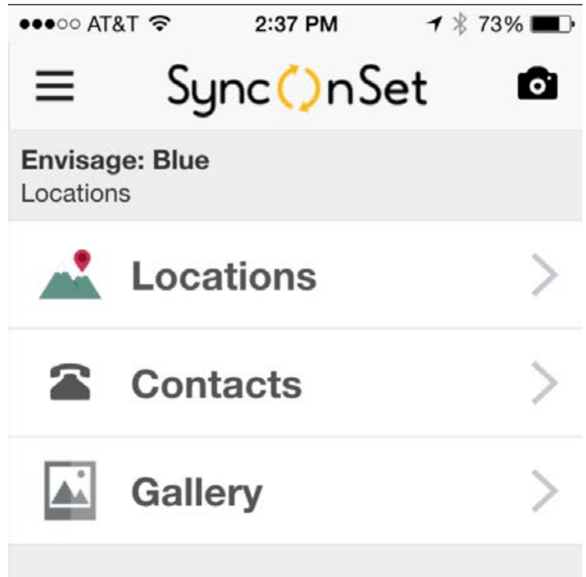
Select the camera button in the upper right hand corner to add a photo of this prop and tag it right to the prop on this page.

You can select photos from your mobile device's camera roll or take a picture right on the spot.



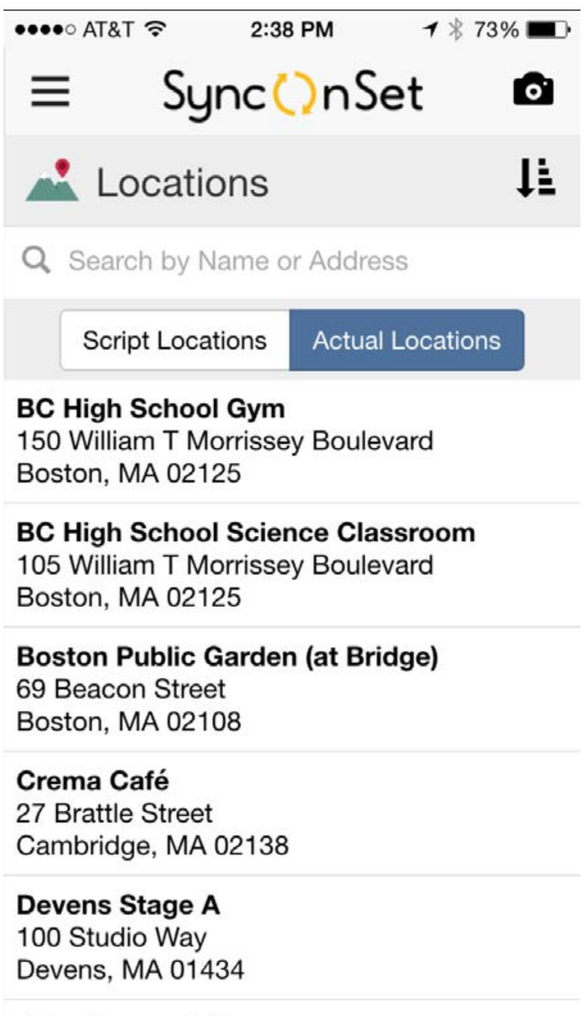
Locations Index

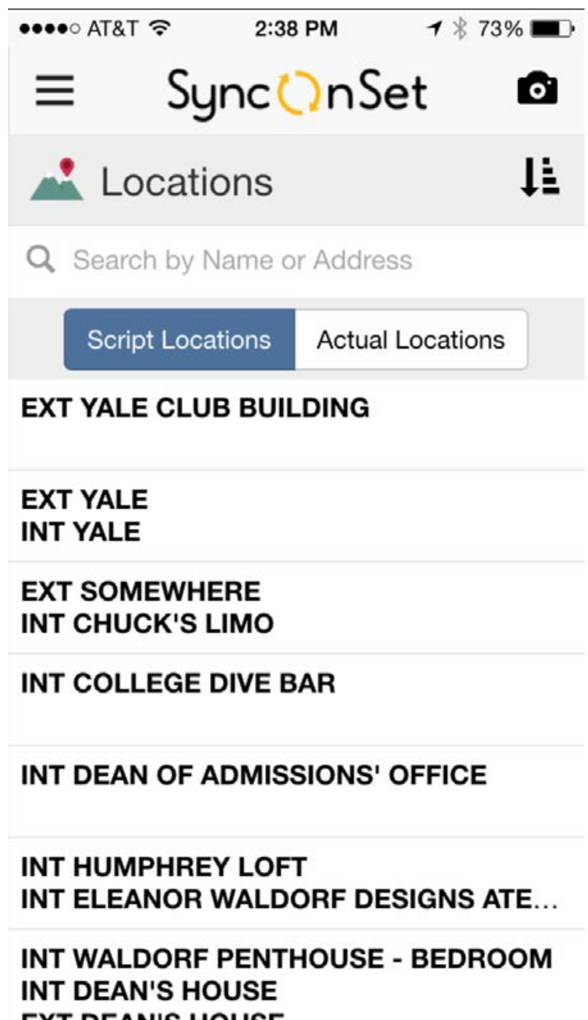
The Locations Index page allows you to see the Locations (both Script and Actual), Contacts and your Locations Gallery



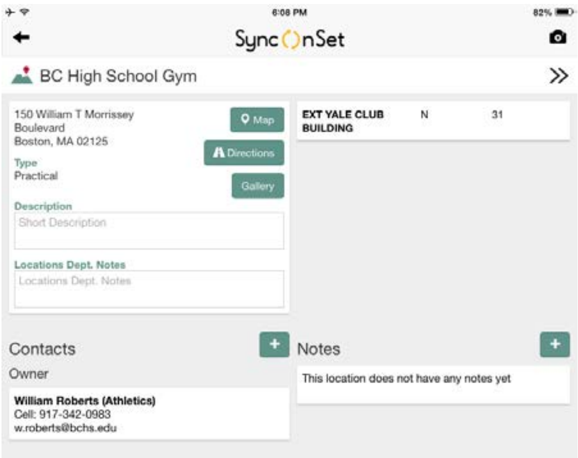
Script Locations

Once you click on "Locations", you can view either your Actual Locations or your Script Locations





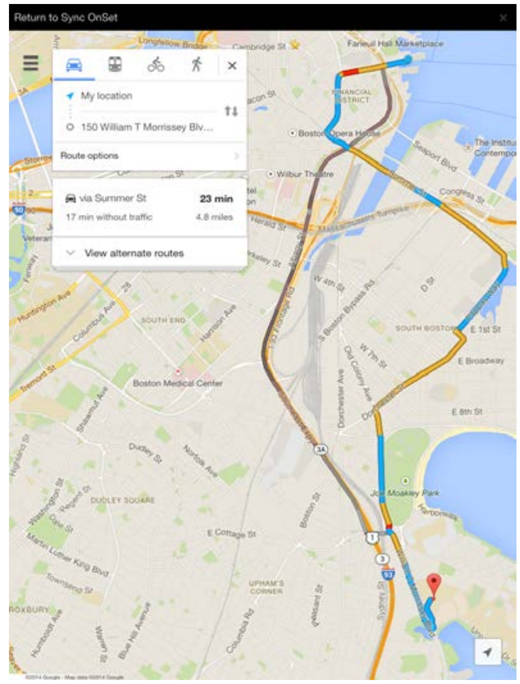
Locations Detail Page
By tapping on an Actual Location, you will be taken to the Actual Location Detail Page



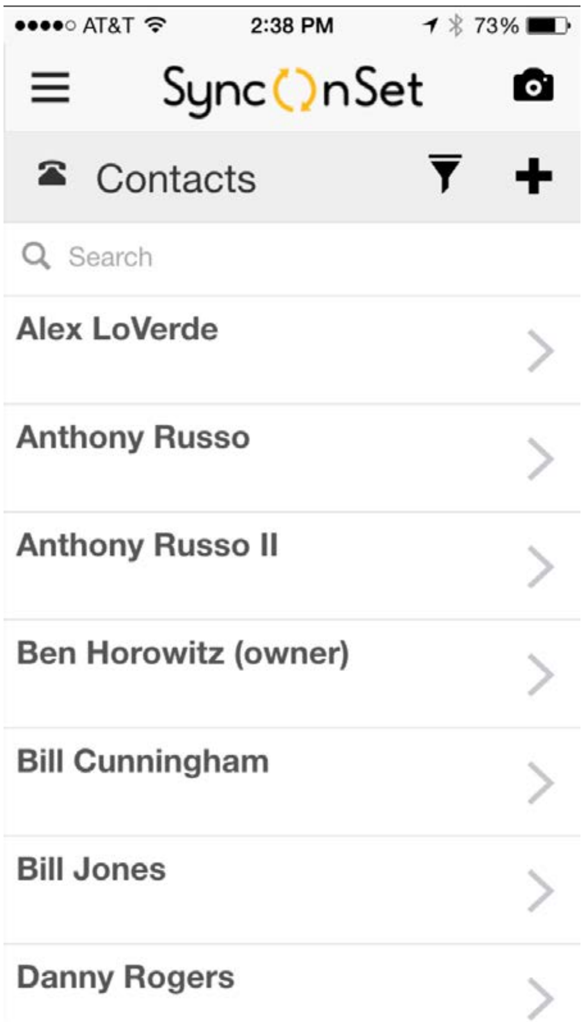
From here, tap on Map to be taken to the Google Maps app to see where your Actual Location is



By tapping on Directions, you will be taken to the Google Maps app that will show you Directions to your Actual Location

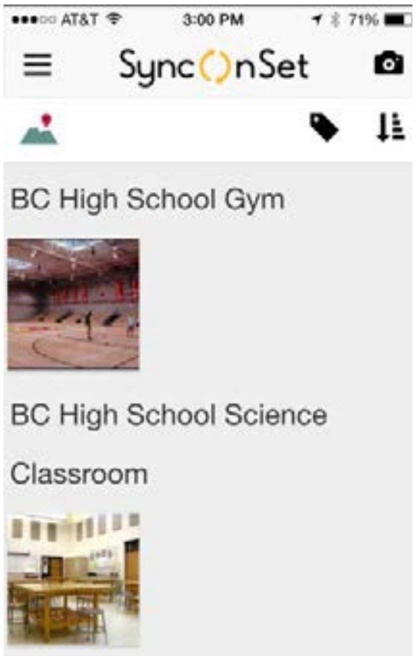


Locations Contacts
Tapping on "Contacts" will take you to your Contacts Index page where you will see an address book of all of your Locations Contacts. Select a Contact to see their information



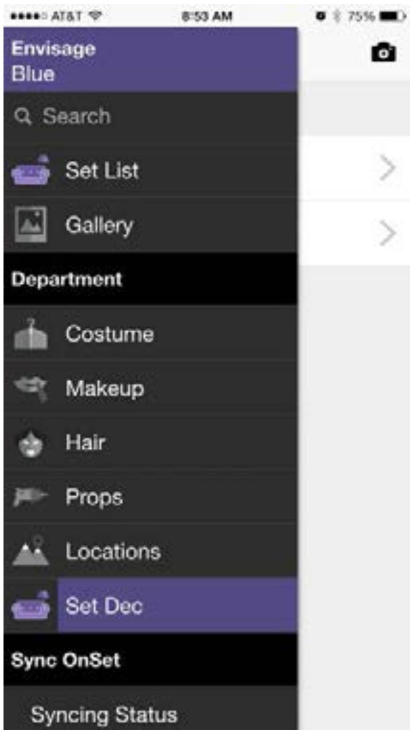


Locations Gallery
Tapping on "Gallery" will take you to your Locations Gallery where all of the photos of your Actual Locations are stored

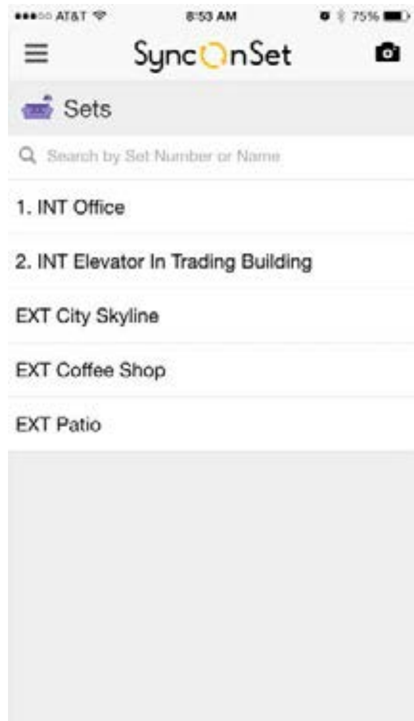


Set List

In Set Dec Mobile, the Set Index Page is referred to as the Set List.

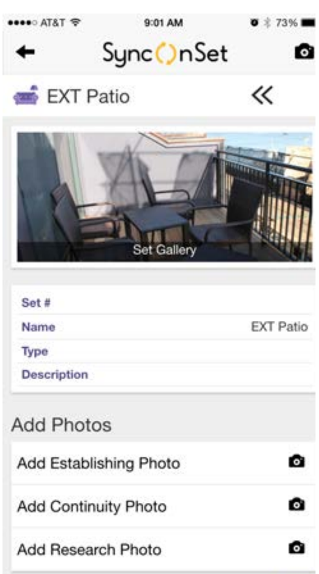


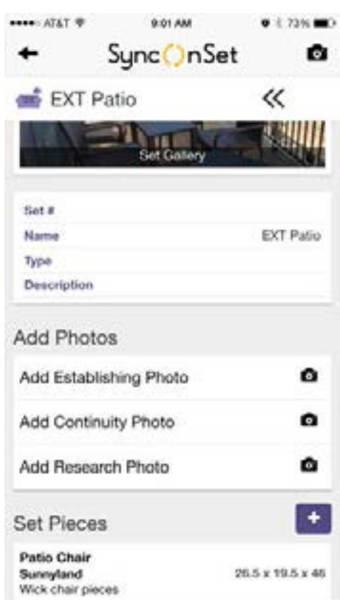
Once you tap on Set List, you will see all of your Sets that you have added



Set Detail Page

Once you click on the Set Name, you will be taken to the Set Detail Page

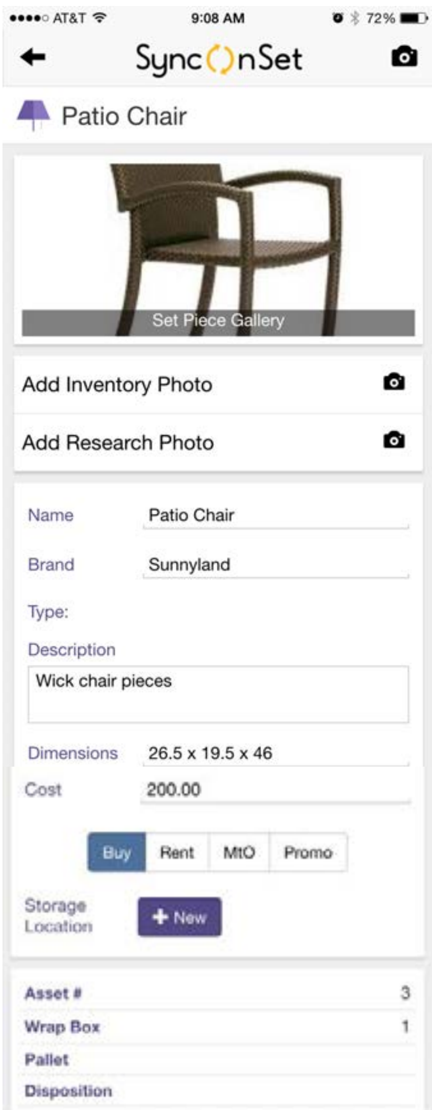




This page will include all relevant information to the Set as well as Photos and Set Pieces. Easily add Establishing, Continuity or Research Photos from this page

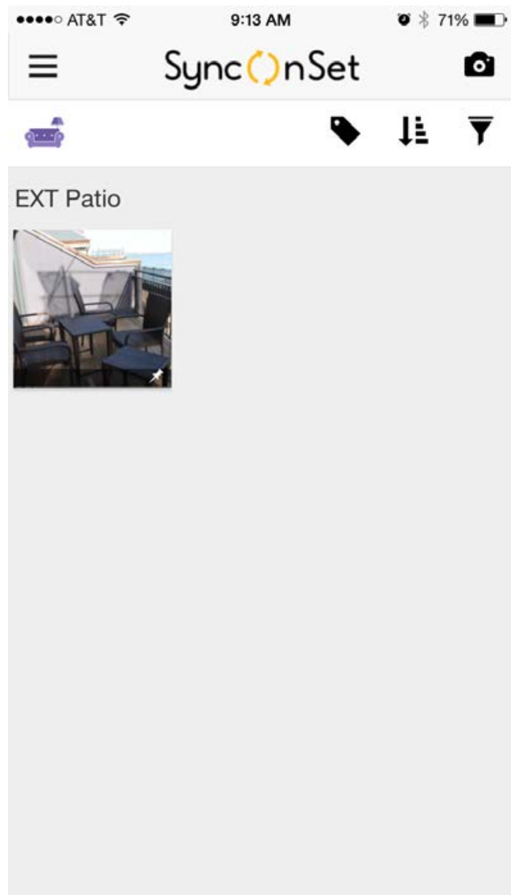
Set Piece Detail Page

Tap on the Set Piece name to view your Set Piece Detail Page



Set Gallery

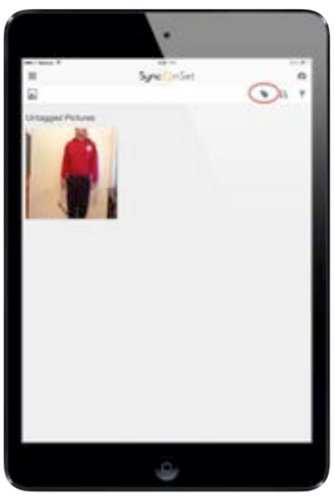
The Set Gallery includes all Continuity and Research Photos- you can sort either By Set or By Scene

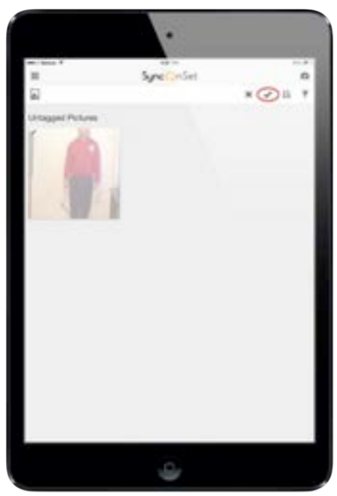


Gallery
The gallery allows you to add photos on any page to tag later. The camera button in the upper right hand corner of each page allows you to add pictures at any time. Except for the change and item detail pages, this button will automatically send photos to this gallery to tag later.

If we click into the gallery on the navigation bar we can begin tagging these untagged photos.

How to Tag:
1. Select the tag icon (circled in red) to start tagging.
2. Select the photos you would like to tag in bulk.
3. Select the check icon (circled in red) to tag the photo
4. From here choose if the photos are for a scene, character, change or item and then continue to select the fields to tag this photo to the specific scene, character, change or item.
5. When you are done, click "Done" to save.

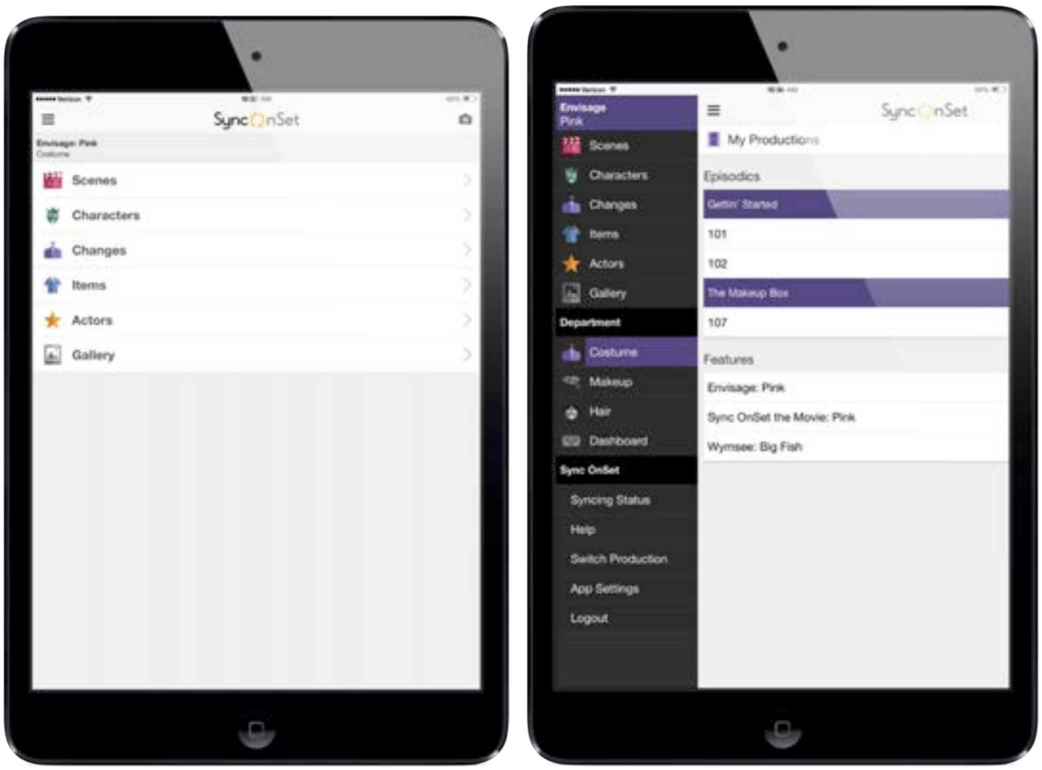






iPad App Navigation

The iPad app navigation is very similar to the navigation for the iPhone. Most, if not all your questions regarding how to use Sync OnSet on your iPad can be answered by referencing the iPhone section of the product manual. The home page provides quick access to all the main pages: Scenes, Characters, Changes, Items and Actors. You will notice the similarities in the examples below:



Taking Photos from iPhone/iPad/Android app

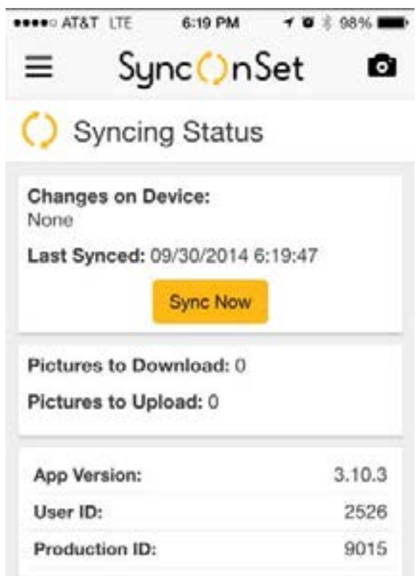
Taking photos directly from the Sync OnSet app allows you to quickly take a continuity or fitting photo and automatically tie it to a specific Change or Item. Due to performance reasons, we restrict the size of the photos taken within the app to 940 x 640 pixels.

Syncing

The iPhone, Android and iPad app can be used offline. To sync and share your changes with the rest of the team, you need to connect to the Internet.

Here a couple ways to ensure you are syncing correctly:

1. Sync OnSet automatically will attempt to Sync if it is connected to the Internet while you click around the app. You can see the Syncing logo spinning at the top while this is occurring.
2. You can click the Sync OnSet logo at the top of the screen to initiate a sync immediately if you are connected to the Internet.
3. If you would like to see the last time you synced, you can check this by accessing the Syncing Status setting on the Navigation menu (just swipe from left to right at anytime and scroll down to "Syncing Status"). Here you can see changes from your last sync as well as a time stamp of your last successful sync. You can also see how many Pictures you have to download and how many Pictures you have to Upload as well as your App Version, User ID and Production ID. If you would like to sync from this screen just click on the "Sync Now" button in the middle of the screen (see below).



If you delete the app off of your device prior to syncing all of your data, you will lose all of your recent changes. Therefore, be very careful when deleting the app off of your iPhone, Android or iPad. Check to make sure the label on the home page says "Everything on your [iPhone/Android/iPad] is synced!" before deleting. You may also want to check that your recent changes appear on the web-application. If you do not see recent photos or changes that you made on your iPhone/iPad/Android on the web-application, then you have not synced properly. If you run into any syncing errors, please notify us immediately.